

COURSE SCHEDULE FALL 2023

Free.
Please take one!

- Continuing Education Courses
- Academic Programs











Restaurant p. 11
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BEAUFORT

COUNTY COMMUNITY COLLEGE

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REGISTRATION & PAYMENT

IN PERSON	BY MAIL	BY PHONE	ONLINE
<p>You may register in person at the following location:</p> <p>BCCC Continuing Education, Building 8 5337 US 264 East Washington, NC 27889 Monday - Thursday 8:00am-5:30pm Friday 8:00am-1:00pm (Closed Fri. during summer hours)</p>	<p>The Registration Form can be found on page 4. Print or tear it out, insert payment and mail to the:</p> <p>BCCC Continuing Education 5337 US 264 E Washington, NC 27889</p>	<p>Call 252.940.6375 to register for classes and provide credit card information for payment. MasterCard, Discover and Visa are accepted.</p>	<p>You can now register and pay for some classes online.</p> <p>https://www.beaufortccc.edu/conedregistration</p>

Payment can be made with cash, check, money order & credit card. You must pay at the time of registration to complete your enrollment.

FOR QUESTIONS RELATED TO CONTINUING EDUCATION REGISTRATION AND RECORDS, PLEASE CALL 252-940-6375 OR EMAIL CONTINUINGEDUCATION@BEAUFORTCCC.EDU

Pre-Registration is Required

Registration is accepted on a first-come, first-serve basis. Please submit your registration by phone, mail, online, or walk-in at minimum one week before the start date of the class. If you wait, the class may be full or canceled due to low enrollment. Registration instructions appear at the bottom of page 2 or can be found at www.beaufortccc.edu/continuing-education/.

Who May Register?

Any individual 16 years old or older may register for a Continuing Education course. Students under the age of 16 may take Defensive Driving courses at any time throughout the year. Students under the age of 16 are not allowed to register for other continuing education courses, with the exception of personal enrichment courses offered during the summer months.

Fees, Books & Supplies

Registration fees for each class do not include the cost of textbooks, supplies, or lab fees. Registration fees are set by the NC General Assembly and are based on the number of contact hours for each course. Continuing Education courses that require the use of technology equipment and/or the Blackboard Learning Management System will also include a \$5 technology fee.

The BCCC College Bookstore is open Monday, 8:00 am-3:00 pm, Tuesday-Thursday, 9:00 am-3:00 pm, and Friday, 9:00-12:00 pm. You can contact the bookstore at 252-940-6231 or by visiting their website at www.beaufortccc.edu/bookstore.

Refunds

The refund policy for Beaufort County Community College was established by the North Carolina Department of Community Colleges. (1) A student who officially withdraws from class(es) prior to the first class meeting is eligible for a 100 percent refund. (2) A student is eligible for a 100 percent refund if a class fails to "make" due to insufficient enrollment. (3) After the respective class begins, a 75 percent refund shall be made upon the written request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. (4) Registration fees for self-supporting classes are non-refundable once the class begins. More information can be found at www.beaufortccc.edu/continuing-education/general-information/registration. **Please note that refunds take 30-45 days to process.**

Transcripts

Students may obtain copies of their continuing education transcript upon written or electronic request to the Continuing Education Registration and Records Office. Transcripts may also be requested by fax at (252) 940-6254. Transcripts will be released to other colleges, agencies, or employers only with written authorization of the student. Instructions and the Transcripts Request Form are available online at <https://www.beaufortccc.edu/conedtranscripts>. Official transcripts are \$2.00. Unofficial transcripts are accessible online through the Self-Service portal at no charge.

If you earned a High School Equivalency (GED or HiSET) in North Carolina, please visit the Diploma Sender portal (diplomasender.com/) to access a copy of your transcript. Please call the chief high school equivalency examiner at 252-940-6209 for questions regarding the Diploma Sender process and high school equivalency transcript information.

Children on Campus

Children under age 16 are not allowed in classrooms, labs, shops or other instructional areas, without prior authorization from a college administrator (ie: vice president, dean or director). This procedure also applies to BCCC regional centers operated by the college. The exception is the Summer Enrichment Program for Kids.

BCCC Online Services

All BCCC Continuing Education students are provided username/password login credentials for access to many important apps and services at the time of registration. BCCC provides each student with a Microsoft 365 license, providing access to many important desktop- and web-based apps and services. In addition to student e-mail and a gigabyte of cloud-based file storage, Microsoft 365 includes many web-based versions of popular Office desktop apps such as Word, Excel, PowerPoint, OneNote, Outlook, OneDrive, and Teams. Also included is a license to install the desktop versions of these apps on up to 5 home devices. BCCC also provides all students with access to the Blackboard learning management system. For more details, please visit www.beaufortccc.edu and click on the EMAIL link or BLACKBOARD link located at the top of the page.

Company/Organization Payment Process (Sponsorship Billing)

Companies and Organizations are invited to utilize the sponsorship billing process when sponsoring employees who are completing BCCC Continuing Education classes. You will not need to send a company/organization check or credit card with your employee at the time of registration. Instead, please submit a signed company/organization letter or memorandum on letterhead to our office via in-person, fax to (252) 940-6254, email to continuingeducation@beaufortccc.edu, or postal mail with the following key items:

- Company/Organization point of contact information (in the event there are questions regarding a student or payment)
- Billing Information (include mailing address and email address)
- State the intent of who and what class(es) your company/organization will be responsible for in the registration process (ie. registration fees, testing, textbooks, etc.)

Once we have received the letter/memorandum and student(s) registration form(s), the student will be registered for the class. Our BCCC Business Office will submit an invoice to your company/organization. If you have any further questions about the Sponsorship Billing process, please contact the Continuing Education Registration & Records Clerk at continuingeducation@beaufortccc.edu or (252) 940-6375.

Accessibility Services

BCCC is committed to diversity, inclusion and ensuring equal access in all campus programs, activities and events to qualified individuals with disabilities. To request a reasonable accommodation, contact Alex Shreve, Accessibility Coordinator, at (252) 940-6313 or visit www.beaufortccc.edu/student-life/accessibility-services. An advance notice of 72 hours may be required for some accommodations. **If you have any issues navigating this course schedule or registering, please contact Accessibility Services and we will make accommodations.**

5337 Hwy. 264 East, Washington, NC 27889
100 NC Hwy 32 North, Roper, NC 27970
33460 US Highway 264, Engelhard, NC 27824

Phone 252-940-6375
Phone 252-940-6245
Phone 252-940-6231



Any individual 16 years old or older may register for a Continuing Education course. Students under the age of 16 may take Defensive Driving courses at any time throughout the year. Students under the age of 16 are not allowed to register for other continuing education courses, with the exception of personal enrichment courses offered during the summer term (May 16-Aug 14).

Please Print

Legal Last Name: _____ **Legal First:** _____ **Middle:** _____

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____

County of Residence: _____ **Home Number:** _____

Work Number: _____ **Cell/Mobile Number:** _____ **Birth Date:** _____

Social Security Number: _____ - _____ - _____ (used for reporting purposes only)

Ethnicity: Are you Hispanic or Latino? Yes, Hispanic/Latino No, Non Hispanic/Latino

Hispanic/Latino: Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin or culture, regardless of race.

Sex: Female Male

Race: For individuals who are Non-Hispanic/Latino: Select one or more of the following race categories:

American Indian/Alaska Native Black or African American White Asian Hawaiian/Pacific Islander

Employment: R Retired UN Unemployed (not seeking) US Unemployed (seeking)

E1 Part-time, 1-10 hrs E3 Part-time, 21-39 hrs

E2 Part-time, 11-20 hrs E4 Full-time, 40/more hrs

Education Level: High School Graduate or Highest grade completed: _____
 AHS Diploma Associate Bachelors
 One-Year Vocational High School Equiv. Diploma Masters or Higher

Check All That Apply: HRD Student
 Elementary/Secondary School Employee
 Volunteer Fire, Volunteer Rescue _____ (agency)
 DOC/Division of Adult Corrections _____ (agency)
 Paid Law Enforcement, Paid Fire/EMS _____ (agency)
Provider Level: EMR EMT AEMT Paramedic

Email Address: _____

Student Signature: _____ **Date:** _____

Course Section #	Course Title	Date & Time	Fee

(This block for office use only)

By Phone In Person By Mail
 Registration Taken By: _____ Date _____
 Registration Entered By: _____ Date _____

Accessibility Services: BCCC is committed to diversity, inclusion and ensuring equal access in all campus programs, activities and events to qualified individuals with disabilities. To request a reasonable accommodation, contact the Coordinator of Accessibility Services at (252) 940-6313 in room 923 of Building 9. An advance notice of 72 hours may be required for some accommodations.

Family Educational Rights & Privacy Act (FERPA): The FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more information, please visit this link: <http://www.beaufortccc.edu/about/family-educational-rights-and-privacy-act>.

Refund Policy: A student who officially withdraws from class(es) prior to the first class meeting will be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class is canceled due to insufficient enrollment.

After the respective class begins, a 75 percent refund shall be made upon the written request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. Only class fees can be refunded in this circumstance. BCCC local fees are non-refundable. Registration fees for self-supporting classes are non-refundable once the class begins. Where a student, having paid the required registration fee for a semester, passes away during that semester (prior to or on the last day of examinations of the college the student was attending), all registration fees for that semester may be refunded to the estate of the deceased.

SCHOLARSHIPS & FINANCIAL ASSISTANCE



Which classes are free? If you see this logo next to classes, they qualify for scholarships that we will cover the registration fee. Textbooks and uniforms may not be covered. Please contact a Continuing Education Registration & Records Office at 252-940-6375 or continuingeducation@beaufortccc.edu for details.

To complete an online application for financial assistance go to:

www.beaufortccc.edu/continuing-education/general-information/financial-assistance

FINANCIAL ASSISTANCE OPPORTUNITIES

NCCCS Finish Line Grants for Continuing Education

Helps students complete their training when facing unforeseen financial hardships. Awards up to \$1,000 each semester. Grants can be used for course materials, housing, medical needs, dependent care or other financial emergencies. Students must have completed at least 50% of the contact hours in an eligible credentialing program & be in good academic standing.

GEER II Scholarship

Provides up to either \$750 per course or the total cost of the course fee(s) if the fee(s) exceeds \$750. The scholarship program helps cover the cost of attendance for eligible, credential aligned programs. Students must be NC residents and enrolling in workforce course leading to a credential.

Other available aid for short-term training and high school equivalency (GED) students includes BCCC Foundation Scholarships, SECU Bridge to Career Scholarships, Golden Leaf Scholarships, Short-Term Workforce Development Scholarships, Beaufort Promise scholarships and a Continuing Education Scholarship supported by the Committee of 100. Our staff can help you figure out which is right for you. Please contact a Continuing Education Registration & Records Office at 252-940-6375 or continuingeducation@beaufortccc.edu for details.



Beaufort County – 252-940-0900

Hyde County – 252-312-6859

Tyrrell County – 252-312-6859

Washington County – 252-312-6859

Next Gen Youth Program

Are you ready for a change? Are you ready for a fresh start? If the answer is yes, NextGen is ready for YOU! NextGen can help out-of-school youth ages 16-24 with educational opportunities, earning a high school equivalency, on-the-job training, work experience, and much more!

Call your local NCWorks Career Center or Advisor for more information. Begin a path to success today!

Adult/Dislocated Worker Program

Are you 18+ years of age, a US Citizen, and ready for a change or fresh start? If the answer is yes, the Adult/Dislocated Worker program is looking for you!

Call your local NCWorks Career Center for more information. Begin a path to success today! Your future begins now!

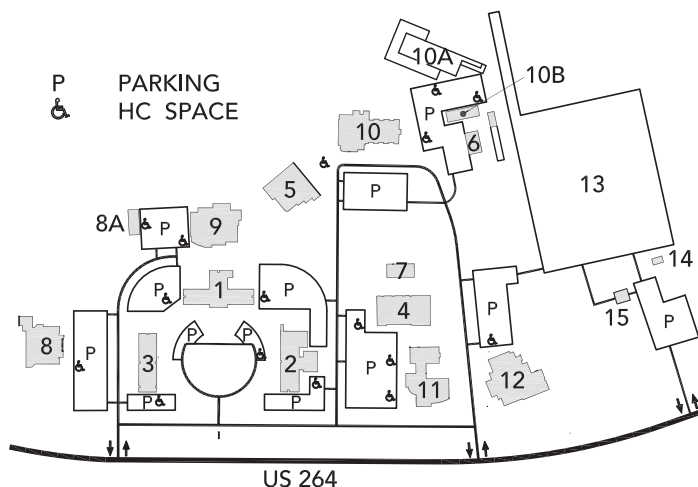
CAMPUS MAP



BEAUFORT

COUNTY COMMUNITY COLLEGE

BLDG NO.	BUILDING NAME
1	A . Graham Elliott Administration Building
2	Delmar Keech Business & Technology Building
3	Arts & Sciences
4	Advanced Manufacturing
5	Library, Early College High School, & Bookstore
6	College Operations
7	Skilled Trades
8	Continuing Education
8A	Agribusiness
9	Student Services
10	Conference Center & Early College High School
10A	B.L.E.T. Firing Range
10B	Law Enforcement Training
11	Cosmetology & Social Sciences
12	Katie Paul Nursing & Allied Health Building
13	Public Services Driving Pad
14	Fire Tower
15	Public Services



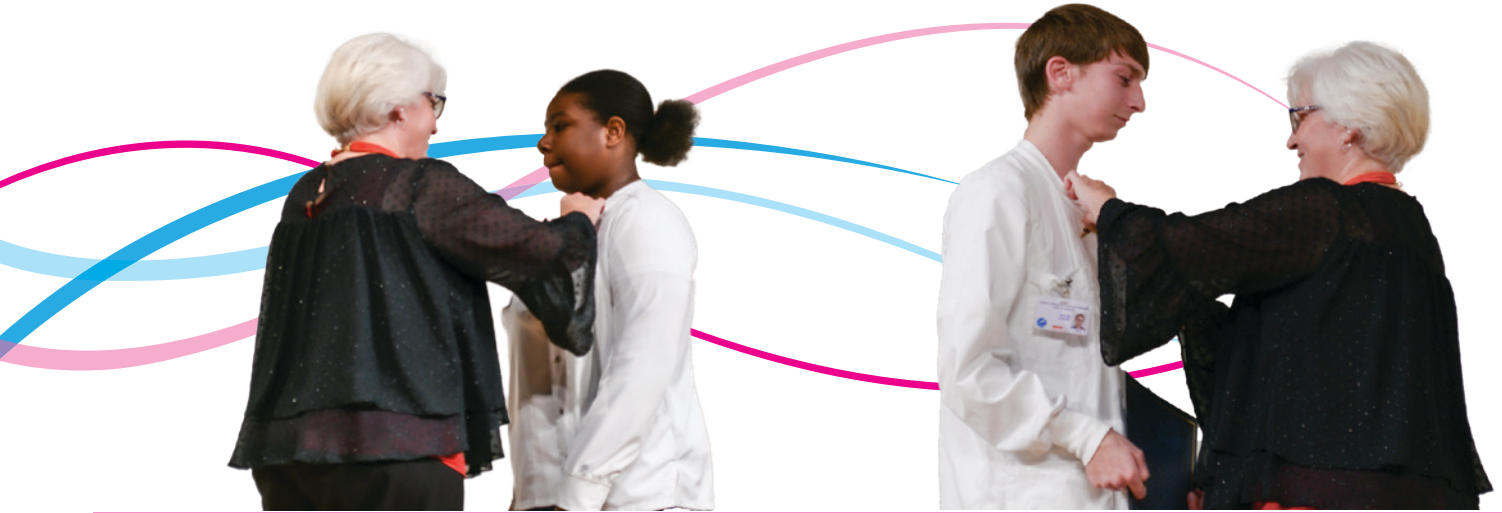
CCP WORKFORCE PATHWAYS FOR HIGH SCHOOL STUDENTS

Career & College Promise Workforce Pathways

Employers in today's workforce are facing a skills gap; they need trained and qualified workers to fill a variety of positions in the medical, home repair and transportation fields. The Career and College Promise (CCP) Workforce Pathways are designed for eligible high school juniors and seniors to earn industry-recognized credentials while still in high school for FREE! This innovative statewide program has helped high school students work toward college degrees, and now it is open to students who want to go into technical fields. Students will be responsible for purchasing textbooks and paying local course fees associated with the course. CCP Workforce Pathway courses do count for high school credit towards graduation requirements.

- Earn FREE industry-recognized credentials while completing a high school diploma.
- Remain a part of your high school student body and participate in athletics, clubs and activities along with your high school classmates.
- CCP classes will be presented on our campus or on-line.

Interested? Contact your high school counselor. Or visit beaufortccc.edu/continuing-education/career-and-college-promise



These pathways are available at participating schools in our four-county service area:

- **Emergency Medical Technician (EMT)**
- **Heating, Ventilation & Air Conditioning (HVAC) Technician**
- **Commercial Driver's License (CDL) Truck Driving**
- **Phlebotomy Technician**
- **Pharmacy Technician**
- **Nurse Aide**

DEFENSIVE DRIVING

Defensive Driving-DDC-4



Credential: DDC-4, NC Safety & Health Council

We are proud of our 4-hour Defensive Driving class, and the District Attorney is too. Defensive Driving DDC-4 is helpful to those who have received traffic violations, and it satisfies the requirements for Vehicle Escort Certification. We have Saturday morning and Monday evening sections to meet your needs.


9:00 am-1:00 pm	Sat.	Aug. 19	\$75	4 hrs..	44872	B8 829
5:30 pm – 9:30 pm	Mon.	Aug. 28	\$75	4 hrs..	45399	B8 829
9:00 am-1:00 pm	Sat.	Sept. 16	\$75	4 hrs..	45400	B8 829
5:30 pm – 9:30 pm	Mon.	Sept. 25	\$75	4 hrs.	45401	B8 829
9:00 am-1:00 pm	Sat.	Oct. 14	\$75	4 hrs.	45402	B8 829
5:30 pm – 9:30 pm	Mon.	Oct. 23	\$75	4 hrs.	45403	B8 829
9:00 am-1:00 pm	Sat.	Nov. 18	\$75	4 hrs.	45404	B8 829
5:30 pm – 9:30 pm	Mon.	Nov. 27	\$75	4 hrs.	45405	B8 829
9:00 am-1:00 pm	Sat.	Dec. 9	\$75	4 hrs.	45406	B8 829
5:30 pm – 9:30 pm	Mon.	Dec. 11	\$75	4 hrs.	45407	B8 829



Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

ENGLISH LANGUAGE ACQUISITION

English Language Acquisition (ESL)

 This ELA class instructs adults who are limited in English proficiency or whose primary language is not English. The program is designed to help adults improve their English reading, writing, listening, and speaking skills in order to further education or enhance employment opportunities. Classes range from beginning to advanced levels. Instruction to enhance transitioning to high school equivalency. ELA students are provided opportunities to dual-enroll in college, career, or job training opportunities. Scholarships are available to cover registration fees.

La adquisición del idioma inglés (ELA) son clases en línea diseñadas para adultos que desean aprender las habilidades del idioma inglés necesarias para funcionar de manera efectiva en un ambiente de habla inglés. También asistiendo a las clases de ELA, los estudiantes que están buscando hacer ciudadanía en los Estados Unidos estarán preparados para tomar el examen de naturalización.

ELA Class Locations:

BCCC Campus

Beginners:

6:00 pm - 9:00 pm Mon. & Wed./ lunes y miércoles Ongoing Free/Gratis B 8 827

Advanced:

6:00 pm - 9:00 pm Tues. & Thurs./martes y jueves Ongoing Free/Gratis B 8 827

Hyde Davis Center

Call 252-940-6231

Washington County Center

Call 252-940-6245

BCCC COVERS THE COST OF TRANSPORTATION VOUCHERS FOR GED TESTING AND TRANSPORTATION THROUGH BEAUFORT AREA TRANSIT SYSTEM (BATS). CALL 252-940-6325 FOR A VOUCHER AND 252-946-5778 FOR A RIDE.



INTEGRATED EDUCATION & TRAINING

Coming Soon Health Care Integrated Education & Training

This program is designed for adults who are enrolled in College and Career Readiness and are interested in Health Care Careers such as: Certified Nurse Aide, BLS CPR, Personal Care Aide. Students will work on vocabulary and math skills related to Health Care careers while earning the HSE.


Boatbuilding & Manufacturing Integrated Education & Training

This program is designed for adults who are enrolled in College and Career Readiness and are interested in a career in Boat building or Manufacturing. Integrated vocabulary, career skills and workplace knowledge will prepare you for your HSE and a career in boat building/manufacturing.

5:00 pm-8:00 pm Mon. & Wed. Aug. 16 - Dec. 13 B8 Rm 813

TRANSITIONS ENGLISH & MATH

Transitions English & Math

 This program is designed for adults who need to improve communication (reading, writing, speaking), numeracy, computational, and problem-solving skills necessary to function effectively in society, on a job, or in the family. Some classes are designed to provide basic literacy level instruction, while others are designed to prepare for the high school equivalency test. All classes are designed to provide reading, writing, and math instruction in the context of workforce and career development and preparation.

8:30 am - 12:00 am Tues. & Thurs. B 8 Rm 827



Struggling with Reading or Math?

We're here to help! Free, one-to-one support from certified tutors. Scan the QR Code above to get started!

Literacy Volunteers of Beaufort County

CAREER & COLLEGE READINESS: HIGH SCHOOL EQUIVALENCY (GED)

S Beaufort County Community College offers College and Career Readiness classes in Beaufort, Hyde, Washington and Tyrrell Counties. Programs focus on developing academic competencies as well as the fundamental skills necessary for tomorrow's jobs. Adults 18 years and older who lack basic skills can enroll in classes to:

- Acquire the reading, writing and mathematical skills needed to obtain or advance in a job
- Meet requirements for getting into vocational programs
- Study to pass the High School Equivalency test (HSE)
- Gain basic skills for entry level employment
- Learn the skills needed to become a productive member of society and a smarter consumer.
- Visit our website at www.beaufortccc.edu/ccr for more information!

The Path to Achieving Your High School Equivalency

Register & attend orientation.

Enroll & attend a HSE or ELA class.

Schedule your exam at ged.com or hiset.ets.org

Choose a pathway: college, career or job training.

Scholarships are available for qualifying students to enroll in BCCC training programs.

Call 252-940-6325 to get started.



Career & College Readiness: High School Equivalency (GED) Free Classes

S **HSE Class Locations:**

BCCC Campus

8:30 am - 12:30 pm	Mon.- Thurs.	Free	B 8816
8:30 am - 12:00 pm	Mon.-Thurs.	Free	B 8813
6:00 pm - 9:00 pm	Mon. & Wed.	Free	B 8816
5:00 pm - 8:00 pm	Tues. & Thurs.	Free	B 8813

BCCC Campus Orientation (BY APPOINTMENT: call 252-940-6325 to schedule)

9:00 am - 12:00 pm	Tues., Wed.	Free	B 8815
5:00 pm - 8:00 pm	Tues., Wed.	Free	B 8815

Hyde Davis Center Call 252-940-6231

Washington County Center Call 252-940-6245

BCCC COVERS THE COST OF TRANSPORTATION VOUCHERS FOR GED TESTING AND TRANSPORTATION THROUGH BEAUFORT AREA TRANSIT SYSTEM (BATS). CALL 252-940-6325 FOR A VOUCHER AND 252-946-5778 FOR A RIDE.



High School Equivalency Exam Options

Pearson Vue GED

- Computer-based test
- Four subjects
 1. Language Arts
 2. Science
 3. Social Studies
 4. Mathematics

Create an account at <https://ged.com>

Pay a testing fee of \$20 per test (\$80 total)

Retake the test up to two times for free.

Scholarships to cover exam fees are available for qualifying students!

ETS HiSET

- Paper-based test
- Five subjects
 1. Reading
 2. Writing
 3. Science
 4. Social Studies
 5. Mathematics

Create an account at <https://hiset.ets.org>

Pay a testing fee of \$15 per test (\$75 total)

Retake the test up to two times for free.

Scholarships to cover exam fees are available for qualifying students!

Sign up online to test with either Pearson Vue's GED Test or ETS HiSET Test. Payments with a prepaid debit or VISA are completed online by the student. Financial Assistance is available for eligible students. Print and save your receipt for your records. Report to Testing Center in BCCC Bldg 8, Room 821/823 15 minutes prior to testing admission. Provide a governmental form of identification. Provide Parent/Guardian notarized petition if between 16-18 years of age. Available at <https://tinyurl.com/notarizedpetition>

High School Equivalency Testing Dates

We offer the following dates for your exam. Please remember to visit <https://ged.com> or <https://hiset.ets.org> to schedule your exam.

Pearson Vue GED

August 22, 23
September 18, 19
October 17, 18
November 20, 21
December 5, 6

ETS HiSET

August 21
October 16



DO YOU NEED YOUR HIGH SCHOOL EQUIVALENCY TRANSCRIPT? PLEASE VISIT [DIPLOMASENDER.COM](https://diplomasender.com) OR CONTACT OUR CHIEF HIGH SCHOOL EQUIVALENCY EXAMINER.

Digital Literacy

Credential: Digital Literacy, Northstar
The College and Career Readiness Program offers digital literacy skills and training to improve digital inclusion in North Carolina. Digital literacy education will provide students with the functional digital literacy skills needed to seek, obtain and sustain employment. As a Northstar Digital Literacy provider, students will receive certificates and badges as they are prepared with the technical skills needed for post-secondary employment. Instruction will focus on: computer skills for basic operations and keyboarding, email and internet skills, Windows operating system, and technology-based job searches.

8:30 am - 12:00 pm

Mon.-Thurs.

Aug. 15 - Oct. 11

B8 Room 816

6:00 pm - 9:00 pm

Mon. & Wed.

Aug. 16 - Dec. 13

B8 Room 816

Digital Literacy II

Credential: Digital Literacy, Northstar
The CCR program's advanced digital literacy course will build upon the learned digital literacy skills to equip adult learners with the skills to use computer-based applications they may encounter in the workplace and postsecondary education. Instruction will focus on: word processing, spreadsheets and spreadsheet software, multimedia presentations and software, and use of internet resources.

8:30 am-12:00 pm

Mon.-Thurs.

Oct. 16 - Nov. 30

B8 Room 816

 Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

HUMAN RESOURCES DEVELOPMENT (HRD)

Do you qualify for the HRD fee waiver?

A fee waiver is available if you meet one of our four criteria:

- Are unemployed or underemployed
- Have received notification of pending layoff
- Are working and are eligible for the federal earned income tax credit (EIC)
- Are working and earning wages at or below 200% of the federal poverty guidelines

HRD: ASSESSMENTS & B.E.L.L.

ACT WorkKeys Assessments & National Career Readiness Certification (NCRC)



Credential: National Career Readiness Certificate, ACT



Testing is available to all individuals seeking to earn their National Career Readiness Certification (NCRC) or to complete one of the other ACT WorkKeys assessments listed below. It is strongly recommended that students attend the BCCC Employment Learning Lab to access an online practice assessment and the associated learning modules prior to sitting for the NCRC exam. Students should plan to arrive 15 minutes prior to the scheduled testing time, as no late arrivals will be allowed in the testing room per ACT Testing Guidelines. Please bring photo identification; cell phones and other personal items are not allowed in the testing room. Calculators, formula sheets, and scratch paper will be provided. A scholarship for Career Readiness Certificate (NCRC) testing sponsored by the Beaufort County Committee of 100 and the BCCC Foundation is available for qualifying students. Please contact the Continuing Education Scholarships & Sponsorships Specialist at 252-940-6295. If paying for your assessments with cash, please bring exact change. **To reserve your testing slot, come to the BCCC Employment Learning Lab to fill out scholarship paperwork. Paperwork must be completed prior to reserving your testing time.**

Assessment Pricing is as follows:

NCRC: \$39

Applied Math | Graphic Literacy | Workplace Documents: \$13 Applied Technology: \$15

Talent Assessment | Fit Assessment: \$16

Workplace Observation | Business Writing: \$22

**Testing: Aug. 16 – Dec. 14 Monday & Wednesdays 5:00 pm
Saturday 10:00 am**

For access to an online practice assessment and learning modules for the NCRC, come to the BCCC Employment Learning Lab.



Bronze: scores at least a level 3 in each of the three core areas and has the necessary foundational skills for 35 percent of the jobs in the WorkKeys database.



Silver: scores at least a level 4 in each of the three core areas and has the necessary foundational skills for 65 percent of the jobs in the WorkKeys database.



Gold: scores at least a level 5 in each of the three core areas and has the necessary foundational skills for 90 percent of the jobs in the WorkKeys database.



Platinum: scores at least a level 6 in each of the three core areas and has the necessary foundational skills for 99 percent of the jobs in the WorkKeys database.

BCCC Employment Learning Lab (B.E.L.L.)



This is a specialized lab is designed to assist individuals with NCRC prep and employability skills, including working with students on resumes, interview prep, and posting applications on our College Central Network site (CollegeCentral.com/beaufortccc). ACT Essential Skills curriculum is also available, covering topics such as Working in Teams, Interpersonal and Business Communication, Work Discipline, Customer Service, Problem Solving and Critical Thinking, and Financial Awareness. Students may register or join this class at any time, as it is an open enrollment lab. Fee Waivers are available for qualifying individuals.

3:30 pm – 4:30 pm	Mon & Wed.	Aug. 16 – Dec. 14	\$70	B8 823
8:30 am – 9:30 am	Sat.			



Request for WorkKeys CRC Test Scores

Have you tested, but misplaced your official score papers? Please visit www.myworkkeys.com directly to retrieve your personal test scores or call 1-800-967-5539.

INDUSTRIAL SEWING

Industrial Sewing and Upholstery Academy

This 102-hour academy curriculum has been designed in partnership with Diamond N-D Rough Upholstery (221 West Main Street, Washington, NC 27889) to teach the skills necessary to find gainful employment in industrial sewing or furniture repair and upholstery. Students will learn how to operate an industrial sewing machine, how to deconstruct and upholster furniture, where to find resources to start your own business, and local companies seeking employees with the skills learned from the academy. Students will be given a list of materials that they will be responsible for obtaining upon entering the class. Level I is a prerequisite for enrollment in Level II.

LEVEL 1	5:00 pm – 8:00 pm	Mon. & Wed.	Aug. 14 – Dec. 13	\$181.25	102 hrs.	45347	Diamond N-D Rough, Wash
LEVEL 2	5:00 pm – 8:00 pm	Mon. & Wed.	Aug. 14 – Dec. 13	\$181.25	102 hrs.	45350	Diamond N-D Rough, Wash.
LEVEL 3- Marine Upholstery	5:00 pm – 8:00 pm	Mon. & Wed.	Aug. 14 – Dec. 13	\$181.25	102 hrs.	45351	Diamond N-D Rough, Wash.



Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

Advanced Manufacturing Institute

Credential: OSHA 10, Occupational Health & Safety Administration

This course is designed to help anyone looking for employment in manufacturing to earn credentials, develop knowledge, and skills that are desired in the manufacturing industry. The class will provide OSHA 10 safety training and certification, Yellow Belt training and certification, basic math/measurement, industrial blueprint reading and Working Smart training modules (includes training in self-awareness, self-management, work ethic, communication and problem-solving skills.) At the end of the course there will be a meet and greet with local manufacturing companies.

Prerequisite: Career Readiness Certificate of bronze or higher. **See p. 10** for information about the Career Readiness Certificate prep and testing labs.

5:30 - 9:30 pm	Mon. & Wed.	Sept. 18-Oct. 11	\$193	54 hrs.	45249	TBA
8:00 am - 5:00 pm	Sat.					

OSHA 10

Credential: OSHA 10 Pocket Card; Occupational Safety and Health Association (OSHA)

This 12-hour course is designed to provide participants with the basic skills and knowledge necessary to recognize workplace hazards in an industrial, service, or business setting. The program consists of Introduction to OSHA and the OSH Act, Health and Safety Management Systems, OSHA Recordkeeping, Bloodborne Pathogens, Permit Required Confined Spaces, Welding, Hand and Power Tools, Walking/Working Surfaces, Hazard Communication, Personal Protective Equipment, Exit Routes and Fire Protection, Electrical Safety, Machine Guarding, Lockout, Powered Industrial Trucks, Industrial Hygiene, Hearing Conservation, and Respirator Protection and leadership skills. Several of these topics are mandatory, while others are elective. The course is taught in two 6-hour sessions. The price for this class includes a \$70.00 registration fee and a \$8.00 OSHA Card fee.

Classes are available upon request for companies by contacting Sara Watson; Director of Customized Training at (252) 940-6311.

Lean Manufacturing/Six Sigma

This is a 2-day, up to 16-hour, course that provides a basic understanding of lean practices. It is designed to show students how to work together in a team effort to improve performance and minimize waste and cut costs in the manufacturing process. The principles of waste elimination and variation control are used in a wide variety of manufacturing settings. Classes are available upon request by contacting Sara Watson; Director of Customized Training at (252) 940-6311 or Dr. Justin Rose; Director of Industry Training at (252) 940-6262.

INCOME MAINTENANCE WORKER

Income Maintenance Caseworker (NCFAS Phase II)

This 50-hour course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to determine service eligibility. Specific focus will include proficiency in the utilization of the NCFAS application. Other topics will include skills in communication, interviewing, time management, data gathering/compiling, and data analysis. This is Phase II of a two-phase program.

Prerequisite: Pathway to Income Maintenance Caseworker (Phase I)


6:00 pm – 9:00 pm	Mon. & Wed.	Aug. 21 – Oct 25	\$130	50 hrs.	45344	B8 828
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RESTAURANT

Certified Kitchen Cook

Credential: Certified Kitchen Cook, American Hotel and Lodging Educational Institute & TIPS Online Certification

This 56-hour course is designed to train those employed or seeking employment in the food service industry. This course provides training in basic kitchen tools, converting standard recipes, handling special guest situations, and demonstrating basic kitchen safety and sanitation guidelines. Upon successful completion of this course, students will earn a Certified Kitchen Cook certificate from the American Hotel and

 Lodging Educational Institute and a TIPS Online Certification for alcohol training. Scholarship Eligible

9:00am – 4:00pm	Mon.-Thurs.	Aug. 21- Aug. 31	\$416.25	56 hrs.	45301	B8 829
6:00pm – 10:00pm	Weds.					

Certified Restaurant Server

Credential: Certified Restaurant Server, American Hotel and Lodging Educational Institute & TIPS Online Certification

This 56-hour course is designed to train those employed or seeking employment in the food service industry. This course provides training in customer service, how to set up the restaurant and side stations, handling special guest situations, and demonstrating basic kitchen safety and sanitation guidelines. Upon successful completion of this course, students will earn a Certified Restaurant Server certificate from the American Hotel and Lodging Educational Institute and a TIPS Online Certification for alcohol training.

9:00am – 4:00pm	Mon.-Thurs.	Oct 2 – Oct 12	\$291.25	56 hrs.	45305	B8 829
6:00pm – 10:00pm	Weds.					

TIPS® On-Premise for Employees Certification Class

Credential: On-Premise for Employees; TIPS®

TIPS is approved by the North Carolina ABC (Alcohol Beverage Control) for Responsible Alcohol Seller/Server Training and proof of training. Businesses are encouraged to have their employees participate in the TIPS approved training program to prevent patron intoxication, sales to minors, and drunk driving. This class is focused on bars, restaurants, taverns, pubs, golf courses or other places where alcohol is consumed by-the-glass in open containers on the premises.

8:00 am – 3:00 pm	Wed.	Sept. 6	\$110	6 hrs.	45310	B8 822
8:00 am – 3:00 pm	Wed.	Oct. 18	\$110	6 hrs.	45318	B8 822

BCCC is introducing the Residential and Apartment Maintenance Technician Academy which is aimed at preparing and expanding the skills of new and current technicians working in residential trades.

HVAC: Heating, Ventilating, and Air Conditioning Level 1

Credential: Electrical Theory and Application for HVACR; ESCO Institute

This course presents the introductory knowledge and skills needed to maintain and troubleshoot complex heating, air conditioning, and refrigeration systems. The HVAC Level 1 curriculum focuses on Introduction to HVAC, Trade Mathematics, Basic Electricity, Introduction to Heating, Introduction to Cooling, Introduction to Air Distribution Systems, Basic Copper and Plastic Piping Practices, Soldering and Brazing, and Basic Carbon Steel Piping Practices.

The textbook is Refrigeration and Air Conditioning Technology (9th) (ISBN: 9780357122273) and is available in the BCCC bookstore. Students will have the opportunity at the end of class to sit for the ESCO Electrical Theory exam. Students who choose to test will pay a \$25.00 test fee separate from their registration fee at the time of testing. Test fees are subject to change per ESCO Institute. Optional textbook (for credential exam), Electrical Theory and Application for HVACR (ESCO) available at the BCCC bookstore.

6:00 pm – 9:00 pm Mon. & Thurs. Aug. 7 – Nov. 30 \$186.25 96 hrs. 44684 B 8A

HVAC: Heating, Ventilating, and Air Conditioning Level 2

Credential: EPA Section 608, ESCO Institute

This course will continue building upon the skills learned while taking the HVAC Level 1 class. This course will focus on alternating current, compressors, refrigerants and oils, leak detection evacuation recovery and charging, metering devices, heat pumps, basic maintenance, chimneys vents and flues, sheet metal duct systems, fiberglass and fabric duct systems, and commercial airside systems.

The textbook is Refrigeration and Air Conditioning Technology (9th) (ISBN: 9780357122273) and is available in the BCCC bookstore. Students will have the opportunity at the end of class to sit for the EPA Section 608 exam. Students who choose to test will pay a \$25.00 test fee separate from their registration fee at the time of testing.

6:00 pm – 9:00 pm Mon. & Tues. Aug. 7 – Nov. 27 \$186.25 96 hrs. 44685 B 8A

HVAC: Heating, Ventilating, and Air Conditioning Level 3

Credential: Heat Pumps: Operation, Installation, and Service; ESCO Institute

This course will continue building upon the skills learned while taking the HVAC Level 2 class. This course will focus on fasteners, hardware and wiring terminations; troubleshooting control circuits and motors, cooling, heat pumps, gas heating, oil heating, and accessories; zoning, ductless, and variable refrigerant flow systems, commercial hydronic systems, steam systems, retail refrigeration systems, and customer relations.

The textbook is Refrigeration and Air Conditioning Technology (9th) (ISBN: 9780357122273) and is available in the BCCC bookstore. Optional textbook (for credential exam), Heat Pumps: Operation, Installation, and Service (ESCO) available at the BCCC bookstore. Students will have the opportunity at the end of class to sit for the ESCO Heat Pump exam. Students who choose to test will pay a \$25.00 test fee separate from their registration fee at the time of testing.

6:00 pm – 9:00 pm Tues. & Thur. Aug. 1 – Nov. 16 \$186.25 96 hrs. 44686 B 8A/B 8 8

HVAC: Electrical Troubleshooting

This course will include how to read wiring diagrams, sequence of operations, electrical components, and electrical troubleshooting for a variety of HVAC systems.

8:00 am – 5:00 pm Sat. Oct. 21 \$75 8 hrs. 44690 B8A Shop



Electrical Fundamentals

Credential: Electrical Theory and Application for HVACR; ESCO Institute

This course presents the introductory knowledge and skills needed to maintain and troubleshoot electrical systems. This course introduces electrical safety, circuits, theory, code, device boxes, hand bending, raceways, conductors, cables, drawings, services, and test equipment. The textbook is Electrical Wiring Residential (19th) (ISBN: 3781337116213) and is available in the BCCC bookstore. Students will have the opportunity to sit for the ESCO Electrical Theory exam at the end of class. Students who choose to test will pay a \$25.00 test fee separate from their registration fee at the time of testing. Test fees are subject to change per ESCO Institute. Optional textbook (for the credential exam), Electrical Theory, and Application for HVACR (ESCO) available at the BCCC bookstore.

6:00 pm – 9:00 pm Tues. & Thur. Aug. 1 – Nov. 16 \$186.25 96 hrs. 45282 B 8A/B 8

Apartment Maintenance Technician

Credential: Certified Apartment Maintenance Technician (CAMT); Apartment Institute for Maintenance Excellence (AIME)

The Certificate for Apartment Maintenance Technicians (CAMT) course will help prepare you for your CAMT credential, providing the opportunity for you to improve your knowledge and skills while boosting your exposure and confidence in residential trades. The class will include a focus on maintenance and repair for electrical, plumbing, heating and ventilation, appliance, and interior and exterior systems. Students that want to pursue the CAMT credential exam after completion of the course would benefit from purchasing the CAMT One Book by the National Apartment Association Education Institute (NAAEI) which is available in the BCCC bookstore. Students pursuing this credential will need to complete one year of apartment or rental housing maintenance experience, CAMT training, and pass the CAMT exam. Students can find further information in the CAMT Skills Standards and Candidate Handbook.

6:00 pm – 9:00 pm Tues. & Thur. Aug. 1 – Nov. 16 \$186.25 96 hrs. 4519 B 8A/B 8 8



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WWW.BEAUFORTCCC.EDU/BARBER

BARBER ACADEMY

HRD: Barber Orientation

This course will act as an introduction to the BCCC & TFB&B Barber Academy, discussing course requirements, the North Carolina Board of Barber Examiners' rules and regulations, and general information on the academy. This course will be held as seats in the academy become available, and must be attended prior to enrolling in the academy. To be placed on a waiting list for the next orientation, call 252-940-6375.

Barber Academy

Credential: Registered Barber License, North Carolina Board of Barber Examiners

This academy is designed to train and prepare students for the profession of barbering. Students will learn the information needed to pass the state licensure exams as well as the most contemporary techniques to ensure your success inschool and employment on the job. They will learn skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering or a related career field.

The course materials include the Milady Standard Barbering 6th Edition textbook (ISBN: 9781305100558), Workbook (ISBN: 9781305100664), Exam Review (ISBN: 9781305100671), and a class kit available in the BCCC bookstore (prices are subject to change). Students will also need to purchase black closed-toed shoes, black scrubs, and obtain a photo ID from BCCC campus police prior to class. Scholarship Eligible

Prerequisite: HRD: Barber Orientation

Full-Time

Level 1

8:00 am – 5:00 pm Mon – Fri Aug 14 – Dec 13 224.25 688 hrs. 45337 238 West Main St.

Level 2

8:00 am – 5:00 pm Mon – Fri Aug 14 – Dec 13 224.25 688 hrs. 45340 238 West Main St.

Part-Time

Level 1

5:00 am – 9:00 pm Mon – Fri Sept 11 – Jun 3 224.25 688 hrs. 45342 238 West Main St.

Level 2

5:00 am – 9:00 pm Mon – Fri Sept 11 – Jun 3 224.25 688 hrs. 45343 238 West Main St.

CALL TO GET PLACED ON A WAITLIST FOR THIS PROGRAM!

CUSTOMIZED TRAINING/APPRENTICESHIPS

Apprenticeships

Apprenticeship Beaufort County combines on-the-job training with related classroom instruction at Beaufort County Community College. This program lets you grow your own talent with an “earn and learn” model. Upon successful completion of the program the apprentices qualify for industry recognized “journey worker” credentials in a skilled trade and academic credentials from BCCC.

New Apprenticeship Expansion Funds Available to Eligible Businesses

This funding is targeted for new apprentices ages 16-25.

- \$2,000 per apprentice for on-boarding and training costs.
- \$2,500 per year for apprentice tuition, books and fees.
- Salary matching: 50% reimbursements up to \$15/hr.
- Invest in the future of your business and employees with apprenticeships.

If you are a business interested in learning more, please call 252-940-6311 or visit www.beaufortccc.edu/apprenticeship.

Youth Apprenticeships are geared toward 11th and 12th grade students, and it teaches basic technical and job-readiness skills that lead to a possible entry into a registered apprenticeship program with fee waived tuition at BCCC. This program involves classroom instruction and work site visits, job shadowing, or on-the-job training. If you are an 11th or 12th grader interested in learning more or a business interested in hosting youth apprentices, please call 252-940-6311 or visit www.beaufortccc.edu/apprenticeship.

NC Edge Customized Training

NC Community Colleges have been a part of supporting business and industry for over 55 years with customized training programs. We are the first in the nation to deliver specialized training for our industries and continue today building these strong relationships with our local companies and collaborative partnerships. We help companies maintain a competitive edge and sustain the most qualified, productive, and innovative workforce.



You may qualify if your business is:

- Making a capital investment, or
- Deploying new technology, or
- Creating new jobs, expanding your existing workforce, or enhancing productivity.

Enhance your company effectiveness with strategic training solutions in quality, productivity, leadership/management, safety, mechanic skills, and much more. It is at NO COST to the company and can be held at BCCC or the business location. Let us help your business with all types of training. To learn more please contact Sara Watson, Director of Customized Training and Apprenticeships, at 252-940-6311 or visit our website at www.beaufortccc.edu/ncedge for more details.



Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

Parallel classes are curriculum program classes, meaning they are usually offered as part of an associate degree program. These classes are offered free of tuition & fees as a way to explore the program before applying for admission to the full degree program. Students who later decide to apply for admission will be offered credit for prior learning toward their degree.

Marine Joinery (BMS-111)

This course builds on Marine Woodworking and introduces constructing advanced joinery projects utilizing modern boat shop tools and equipment. Emphasis is placed on designing and building very accurate production jigs and fixtures for increased efficiency and part consistency. Upon completion, students should be able to fabricate high-quality cabinets and moldings typically found in yachts.

1:00 pm – 3:30 pm	Wed. & Thurs.	Aug. 23 – Dec. 15
\$186.25	80 hrs.	45307 Skills Center

Marine Blueprints/Lofting (BMS-112)

This course introduces boat plans and blueprints used in the construction or renovation of a boat. Emphasis is placed on the importance of understanding the Lines Plan which describes the shape of the hull. Upon completion, students should be able to prepare full size drawings (lofting) of a boat, plug, or boat component.

8:00 am – 10:30 am	Mon. & Tues.	Aug. 21 – Dec. 15
\$185.00	80 hrs.	45308 Skills Center

Introduction to Composites (BMS-114)

This course covers the fundamental techniques utilized in working with resins, fabrics, and adhesives, with special emphasis on composite material safety. Topics include component resin mixing and application of cores and fabrics, using product data sheets while emphasizing quality control of raw materials and finished product. Upon completion, students should be able to follow a lamination schedule, mix resins within strict parameters, and execute gel coat, solid, and cored panel repairs.

8:00 am – 10:00 am	Wed. & Thurs.	Aug. 23 – Dec. 15
\$186.25	80 hrs.	45309 Skills Center

Print Reading (BPR-111)

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system. The textbook is Blueprint Reading for Machine Trades (ISBN: 9780137840434) and is available in the BCCC bookstore.

11:00 am – 12:30 pm	Mon. & Wed.	Aug. 21 – Dec. 15
\$130	48 hrs.	45311 B 4/104

CAD I (DFT-151)

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing. The textbook is AutoCADE 2023 Tutorial First Level 2D Fundamentals (ISBN: 9781630575014) and is available in the BCCC bookstore.

9:30 am – 12:00 pm	Tues. & Thurs.	Aug. 22 – Dec. 15
\$185	80 hrs.	45312 B 4/104

Introduction to CAD/CAM (MEC-110)

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

2:00 pm – 3:00 pm	Tues.	Aug. 22 – Dec. 15
\$130.00	48 hrs.	45313 B 4/104
1:00 pm – 2:00 pm	Mon. & Wed.	

Introduction to Engineering Tech (EGR-110)

This course introduces general topics relevant to engineering technology. Topics include career assessment, professional ethics, critical thinking and problem-solving, usage of college resources for study and research, and using tools for engineering computations. Upon completion, students should be able to choose a career option in engineering technology and utilize college resources to meet their educational goals. The textbook is Engineering Fundamentals (ISBN: 9781637764916) and is available in the BCCC bookstore.

Online	On Demand	Aug. 17 – Dec. 15
\$130	48 hrs.	45314 Online

Manufacturing Materials I (MEC-145)

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations. The textbook is Metallurgy Fundamentals (ISBN: 9781635638745) and is available in the BCCC bookstore.

6:00 pm – 7:00 pm	Mon.	Aug. 17 – Dec. 15
\$186.25	80 hrs.	45315 B 4/106
Online		On Demand

Suspension and Steering Systems (AUT-141 & AUT-141A)



Credential: Suspension and Steering, National Automotive Technicians Education Foundation (NATEF)

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems including steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, and repair tires, and balance wheels. This course includes a lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. The textbook is REVEL for Automotive Technology: Principles, Diagnosis, and Service Combo Access Card (ISBN: 9780136478140) and is available in the BCCC bookstore.

6:00 pm – 10:00 pm	Mon. & Tues.	Aug. 21 – Dec. 15
\$186.25	128 hrs.	45316 B 2/108

Brake Systems (AUT-151 & AUT-151A)



Credential: Brake Systems, National Institute for Automotive Service Excellence (ASE)

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydro-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. The textbook is REVEL for Automotive Technology: Principles, Diagnosis, and Service Combo Access Card (ISBN: 9780136478140) and is available in the BCCC bookstore.

6:00 pm – 10:00 pm	Wed. & Thurs.	Aug. 23 – Dec. 15
\$186.25	128 hrs.	45317 B 2/108



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1. Visit our Online Instruction Center: www.ed2go.com/beaufortccc
2. Click the Courses link at the top of the page. Find a class that you want to take through our online course catalog. Once you have decided on a class, click "Add to Cart" and select the session beginning date. You can select more than one class at different sessions. Once you have chosen all the classes, click on "Check Out." Complete the requested information to create your student profile and call 252-940-6375 to provide payment information to verify your enrollment with our Registration and Records Office.
3. When your course starts, return to our Online Instruction Center & click the Classroom link. Log in with your email & the password you selected during enrollment.

ed2go INFORMATION TECHNOLOGY & COMPUTER APPS

Introduction to Networking (Ed2Go)

This course explains computer networking basics using concepts common to everyday, non-computing experience. It emphasizes networking fundamentals, explaining the software & hardware that makes networking possible. On completion, you will be capable of performing networking tasks such as DSL connectivity configuring connections to an Internet Service Provider & creating a private network. Be ready to begin training for CCNA Certification or employment in a computer-networking career. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Computer Skills for the Workplace (Ed2Go)

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. This course will focus on practical application for software most common to the workplace. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Introduction to PC Security (Ed2Go)

Learn what you can do to protect your precious personal and business data from the outside world. This course will quickly bring you up to speed on the fundamentals of PC & network security. You will understand & explore the vulnerability of operating systems, software, & networks. Develop an understanding of the exploits hackers use to access your computer without your knowledge. Learn a safe way to handle files & data across the Internet through a virtual private network. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Introduction to Microsoft Excel 2019/Office 365 (Ed2Go)

If you work with data of any kind, knowing how to create a spreadsheet is key to effectively managing and organizing information. This course will introduce you to Microsoft Excel 2019 and teach you how to use this powerful software. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Introduction to Microsoft Word 2019/Office 365 (Ed2Go)

Learn the foundational skills needed to utilize Microsoft Word 2019 in Office 365. This course will teach you how to create professional-looking letters, reports, and documents. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Microsoft Excel – Pivot Tables (Ed2Go)

Master all the features of Excel pivot tables, including little-known options and settings, layouts, calculated fields, multi-level subtotals, Pivot Charts, Timelines, and Slicers. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Introduction to QuickBooks Online (Ed2Go)

Learn to use QuickBooks Online to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and much more. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

ed2go LANGUAGES

Speed Spanish (Ed2Go)

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Spanish for Law Enforcement (Ed2Go)

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Instant Italian (Ed2Go)

This dynamic course will teach you how to express yourself comfortably in Italian. You'll read, hear, and practice dialogues of everyday words which will teach you to communicate in a wide variety of settings. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Conversational Japanese (Ed2Go)

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Discover Sign Language (Ed2Go)

Gain confidence in your ability to sign with the Deaf community. This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expression. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Beginning Conversational French (Ed2Go)

Prepare for your next trip to France by mastering the basics of conversational French. This course will provide you with proper pronunciation of French words that you'll use in your travels as well as cultural tips including appropriate gestures and body language. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Spanish in the Classroom (Ed2Go)

Learn essential Spanish for Teachers so that you can bridge the communication gap with your Spanish-speaking students and parents! By the end of this course, you will be well on your way to becoming a Spanish speaker and effectively communicating with the Spanish-speakers all around you. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Become a Veterinary Assistant (Ed2Go)

Learn what a veterinary assistant does in the veterinary office or hospital setting. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Become a Physical Therapy Aide (Ed2Go)

Prepare for a rewarding career as a valued member of the physical therapy team. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Become an Optical Assistant (Ed2Go)

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Explore a Career in Medical Writing (Ed2Go)

Take your first step towards a lucrative and rewarding career as a medical writer. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Explore a Career as an Administrative Medical Assistant (Ed2Go)

Learn what it takes to have a successful career as an administrative medical assistant. This course explores the job of an administrative medical assistant (AMA) in a doctor's office – from appointment scheduling and chart creation to medical billing and coding – to give you an inside-view of the job.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

HIPAA Compliance (Ed2Go)

Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA & HITECH. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

ed2go TEACHER PROFESSIONAL DEVELOPMENT

Creating the Inclusive Classroom: Strategies for Success (Ed2Go)

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day by learning proven strategies that turn diversity into opportunity. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Solving Classroom Discipline Problems (Ed2Go)

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Microsoft PowerPoint 2019 in the Classroom (Ed2Go)

In this course for teachers, you'll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2013 presentations into your classroom.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Singapore Math Strategies: Model Drawing for Grades 1-6 (Ed2Go)

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Merrill Ream Speed Reading (Ed2Go)

This course will teach you how to save time by reading faster and with better comprehension. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Response to Intervention: Reading Strategies That Work (Ed2Go)

Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Spanish in the Classroom (Ed2Go)

Learn essential Spanish for Teachers so that you can bridge the communication gap with your Spanish-speaking students and parents! By the end of this course, you will be well on your way to becoming a Spanish speaker and effectively communicating with the Spanish-speakers all around you.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Integrating Technology in the Classroom

In this professional development course for teachers, you will learn about technology integration in the classroom and gain the skills needed to use tools like apps, assistive technology, and blogs effectively. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Teaching Students With ADHD

Learn practical strategies for helping children with attention deficit hyperactivity disorder (ADHD) succeed in school.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Teaching Students with Autism: Strategies for Success

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

ed2go CRAFTS

Introduction to Interior Design (Ed2Go)

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Secrets of Better Photography (Ed2Go)

Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Introduction to Digital Scrapbooking (Ed2Go)

Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Mastering Digital Photography: Photographing People (Ed2Go)

Become a skilled photographer when it comes to taking beautiful pictures of adults, children, or babies. This course will help you discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Drawing for the Absolute Beginner (Ed2Go)

Gain a solid foundation in the basics of drawing to become the artist you've always wanted to be. This course will help you become familiar with paper type, drawing styles, techniques, and basic principles of perspective, layout and design.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Train for a new career, promotion, or industry certification in today's most in-demand fields. Our Advanced Career Training Programs are designed by a team of professionals from each respective field, who work to provide the student with effective web-based learning experiences. Contact Dr. Justin Rose at justin.rose@beaufortccc.edu to register.

- Learn in-demand skills recognized by employers
- Many courses prepare student for a national certification
- Start anytime - work at your own pace and complete in 3 to 6 months
- Textbooks and learning materials are included
- Support offered via phone, email, or live chat 7 days a week
- Expert instructor assistance provided
- Career Counselors are provided

Certified Administrative Professional



Credential: Certified Administrative Professional (CAP); International Association of Administrative Professionals (IAAP)

This course provides the information you'll need to sit for the Certified Administrative Professional (CAP) exam offered by the International Association of Administrative Professionals (IAAP). Students will receive a voucher for the CAP exam.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Certified Six Sigma Green Belt



Credential: Certified Six Sigma Green Belt (CSSGB); American Society for Quality (ASQ)

Prepare for Six Sigma Green Belt certification by mastering the contents of the American Society for Quality (ASQ) Six Sigma Green Belt body of knowledge. Exam cost included. Students will receive a voucher for the CSSGB exam.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Information Security Training



Credential: Certified Information Systems Security Professional (CISSP), International Information, System Security Certification Consortium (ISC)2, Certified Information Systems Auditor (CISA), Information Systems Audit and Control

Association (ISACA)

Prepare for three globally recognized certifications: ISACA's Certified Information Systems Auditor (CISA) and Certified Information Security Manager (CISM), and (ISC)2's Certified Information Security Professional (CISSP). Students will receive a voucher for the CISSP and CISA exams.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Cisco CCNA Certification Training



Credential: Cisco Certified Networking Associate (CCNA), Cisco Systems, Inc.

Take the next step in your IT career by preparing for the Cisco CCNA certification exam. You'll master certification-based topics for networking essentials, so you can implement and administer Cisco solutions. Exam voucher included in enrollment. Students will receive a voucher for the CCNA exam.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Certified Information Security Manager (CISM)



Credential: Certified Information Security Manager (CISM), Information Systems Audit and Control Association (ISACA)

CISM is one of the most valued certifications in the IT security industry. This online course will prepare you to sit for the CISM certification exam, and the exam cost is included. Students will receive a voucher for the CISM exam.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Process Technician

This online course provides an intensive overview of the skills needed to become a process technician. You will learn a wide variety of skills, including math, inspection, safety, machining, quality, electrical systems, automation, mechanical systems, motor controls, fluid systems, and joining.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Chemical Plant Operations

Prepare for an entry-level position in a chemical plant with this online Chemical Plant Operations course.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Robotics Technician

This Robotics Technician course provides an intensive overview of the skills needed in the robotics industry.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Maintenance Technician

This Maintenance Technician training course allows you to identify the required knowledge and skills that provide a pathway to upskill and validated worker competencies.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Tool and Die Maker

This course provides an intensive overview of tool and die making and will teach you about work holding, math, inspection, safety, machining, materials, quality, and grinding.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Die Setter

This course provides an intensive overview of die setting. You will learn the math, inspection, safety, materials, quality, and fabrication skills needed to work as a die setter.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Quality Inspector

This course provides an intensive overview of the skills necessary for quality assurance and inspection. You will learn math, inspection, safety, materials, quality, and management skills as you prepare to become a quality inspector.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Activity Director

This course is designed to give you the training and insight into working with the activity programs in nursing homes.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Certified Paralegal



Credential: Certified Paralegal (CP), National Association of Legal Assistants (NALA)

Train for a career as a paralegal. Learn how to fulfill the standard duties associated with this vital role. After completion, you will be prepared to sit for and pass the Certified Paralegal (CP) exam. Students will receive a voucher for the CP exam.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Food & Customer Service Skills Training

This online Food and Customer Service Skills Training course will prepare you for a career in food services, restaurants, and the hospitality industry.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Freight Broker/Agent Training

This online course will prepare you to enter the freight/logistics industry and start your own freight broker business or become a freight agent.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Restaurant Management

In-demand restaurant managers can earn over \$50,000 on average. This course teaches the practical skills and theoretical knowledge necessary to execute all elements of a restaurant business. This course provides this foundation by teaching each aspect of the process; from inception through creation to ultimately managing a successful restaurant.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Patient Care Technician



Credential: Certified Patient Care Technician Level 1; American Education Certification Association (AECA)

Prepare for the Certified Patient Care Technician Level I exam, an industry-recognized credential for patient care technicians, offered by the American Education Certification Association (AECA). Students will receive a voucher for the Certified Patient Care Technician Level 1 exam.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Professional Recovery Coach

Learn the dynamics of a strengths-based system for changing addictive behavior through a process of reconnecting to one's joyful identity and working toward helping others overcome and break the cycle of addiction.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Certified Professional Medical Auditor



Credential: AAPC Certified Professional Medical Auditor (CPMA®), American Academy of Professional Coders (AAPC)

This online training course covers medical record standards and documentation guidelines allowing them to confidentially communicate with providers. This course arms the certified medical auditor with information to assist with improvements in the practice's documentation compliance. Students will receive a voucher for the CPMA® certification exam.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Certified Medical Administrative Assistant with Medical Billing and Coding



Credential: Certified Medical Administrative Assistant (CMAA), National Healthcareer Association (NHA)

Administrative healthcare workers are in high demand. Whether you're just starting your career or transitioning into a different field, there has never been a better time to become a Certified Medical Administrative Assistant or work in Medical Billing and Coding. Students will receive a voucher for the CMAA national certification exam.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Veterinary Assistant with Horse Care Management

Veterinary Assistant with Horse Care Management teaches the specialized skills that stables, equestrian centers, and large animal veterinary facilities look for. Together, these courses provide the comprehensive training needed to be a veterinary assistant with an additional focus on horse care techniques.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Veterinary Office Manager

Gain valuable knowledge to start a career on the non-clinical side of the veterinary clinic and prepare for advancing into office management.

Visit <https://careertraining.ed2go.com/beaufortccc/>



BUSINESS & SOFT SKILLS

Fundamentals of Supervision and Management (Ed2Go)

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. Visit www.ed2go.com/beaufortccc/

Leadership (Ed2Go)

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. Visit www.ed2go.com/beaufortccc/

Building Teams That Work

What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time. Visit www.ed2go.com/beaufortccc/

Managing Remote Teams

This course is your secret weapon to becoming a star manager leading a superstar team in this different, remote, and socially distanced world. Visit www.ed2go.com/beaufortccc/

Mastering Public Speaking (Ed2Go)

Learn the secrets of effective public speaking and small group communication. Visit www.ed2go.com/beaufortccc/

Keys to Effective Communication (Ed2Go)

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

Visit www.ed2go.com/beaufortccc/

Achieving Success with Difficult People (Ed2Go)

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Visit www.ed2go.com/beaufortccc/

Customer Service Fundamentals (Ed2Go)

Become indispensable to any organization by understanding how to identify and meet customer needs.

Visit www.ed2go.com/beaufortccc/

Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach. This course will help you discover how to effectively deal with a crisis, how to use your emotions as decision-making tools, and how to work with others to make the most of every opportunity.

Visit www.ed2go.com/beaufortccc/

MOTORCYCLE SAFETY

Motorcycle Safety: Basic Rider Course, 2 Wheels

Students will learn the safe driving skills for operating a motorcycle in traffic and practice riding on BCCC's driving pad. We will provide motorcycles and training manuals. You must wear an approved helmet, over-the-ankle footwear, long pants, a long-sleeved shirt or jacket, full-fingered gloves, and protective eye wear at all times while training. Successful completion achieves a skills waiver card for the NCDMV. Class size is limited to insure personal instruction. We will operate rain or shine. The registration fee for this class is not refundable. Please call 252-940-6357 if you need to reschedule. A mandatory e-course provided by the National Motorcycle Safety Foundation must be completed before the start of class. This e-course is included in the registration fee. The class coordinator will contact students with e-learning login information 10 days prior to class. (Those who desire help with online learning may receive assistance. Please ask.) A copy of the e-course Certificate of Completion must be presented to the instructor on the first day of class. Participation without this certificate is not allowed, and refunds are not given for lack of completion.

8:00am – 5:30pm	Sat. & Sun.	Sep. 9 & 10	\$175	20 hrs.	44930	B15 101 & Driving Pad
8:00am – 5:30pm	Sat. & Sun.	Oct. 21 & 22	\$175	20 hrs.	45409	B15 101 & Driving Pad

Motorcycle Safety: Basic Rider Course, 3 Wheels

The Motorcycle Safety Foundation's 3-Wheel Basic Rider Course provides the same fundamental safe riding skills as our 2-wheel course. New riders will learn the safe operation of a 3-wheel cycle and prepare for street riding either alone or in a group. Our spacious driving pad is a fine place for hands-on operation of a 3-wheel cycle, and classroom instruction is included as well. We will provide motorcycles and training manuals. You must wear an approved helmet, over-the-ankle footwear, long pants, a long-sleeved shirt or jacket, full-fingered gloves, and protective eye wear at all times while training. Successful completion achieves a skills waiver card for the NCDMV. Class size is limited to ensure personal instruction. We will operate rain or shine. Students may use their own 3-wheel bikes, but please let us know. The registration fee for this class is not refundable. Please call 252-940-6357 if you need to reschedule. With the support of Can-Am Rider Education Program we are able to offer this class for \$99. To take advantage of this opportunity please visit: <https://can-am.brp.com/on-road/us/en/learn-to-ride/registration.html>

8:00 am – 5:30 pm	Sat. & Sun.	Aug. 26 & 27	\$99 (with support)	20 hrs.	45549	B11 27 & Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	Sep. 9 & 10	\$99 (with support)	20 hrs.	44929	B11 27 & Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	Oct. 21 & 22	\$99 (with support)	20 hrs.	45408	B11 27 & Driving Pad

We are grateful to Big Rock Powersports and Twin County Marine for loaning us 4 Can-Am Spyders to use for these classes.



Greenville
252-353-4959
New Bern
252-638-7026



Rocky Mount
252-977-2191

AUTO BUSINESS

Auto Dealer Pre-License

Credential: Auto Dealer License; NC Division of Motor Vehicles



The course satisfies the initial continuing education requirement for non-franchised auto dealers to obtain their dealer's license. This class will be offered via Zoom. [Register & pay online.](#)

5:00 pm – 9:00 pm	Mon.-Wed.	Sep. 25-27	\$75	12 hrs.	45302	Zoom
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Auto Dealer License Renewal

Credential: Auto Dealer License; NC Division of Motor Vehicles



The annual renewal course satisfies the continuing education requirement for non-franchised auto dealers to retain their dealer's license. This class will be offered via Zoom. [Register & pay online.](#)

5:00 pm – 9:00 pm	Thur.-Fri.	Sep. 28 & 29	\$75	6 hrs.	45303	Zoom
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North Carolina Vehicle Safety Inspection

Credential: Vehicle Safety Inspection, NC Division of Motor Vehicles



This course is designed to prepare automotive technicians and service personnel as safety inspectors for motor vehicles. Course topics include regulations and test inspection procedures required by the CN DMV – Enforcement Section – for safety inspectors. Upon completion, a student should understand the rules, regulations and procedures for safety inspectors, and be able to properly conduct a safety inspection on a vehicle. [Register & pay online.](#)

8:00 am-5:00 pm	Sat.	Sep 16	\$75	8 hrs.	45323	B 2 108
8:00 am-5:00 pm	Sat.	Nov 4	\$75	8 hrs.	45324	B 2 108



Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

Entry Level Driver Training (ELDT) Program CDL Class-A and Hazmat (Hybrid Program)

Credential: Commercial Driver's License Class-A, NC DMV
 The Entry Level Driver Training (ELDT) Truck Driver Training program will train students to drive a Class - A combination vehicle and prepare students for their pre-trip inspection, off road skills test and the road-driving test, which are all components of the NCDMV Commercial Driver License (CDL) exam. Funding assistance may be available.
 This program is an online hybrid program, which involves weekly-required online assignments apart from weekly on-campus driving on the weekends. This course will include an emphasis on log truck driving with the potential to pursue post-course employment with a local logging company. This program is made possible through partnerships with Golden Lead Foundation, NCDOT, Weyerhaeuser, Allgood's Garage and locally owned insurance groups. Books are available in the BCCC bookstore (book prices are subject to change by the publisher).
Prerequisites: Valid NCDMV Class-A permit, valid DOT medical card, and a negative DOT drug screen (within 30 days of screening date).
 8:00 am-6:00 pm Sat. & Sun. Oct 1 – Feb 10 \$241.25 384 hrs. 44694 B 11/15
 Online, on-demand the rest of the week

Entry Level Driver Training (ELDT) Program CDL Class B Passenger Endorsement (Hybrid Program)

Credential: Commercial Driver's License Class-B Passenger Endorsement, NC DMV
 The Entry Level Driver Training (ELDT) Truck Driver Training program will train students to drive a Class - B vehicle with a Passenger Endorsement and prepare students for their pre-trip inspection, off-road skills test, and the road-driving test, which are all components of the NCDMV Commercial Driver License (CDL) exam. Funding assistance may be available. Students will work online for the first 8 weeks before coming to campus at the end of the course for hands-on training.
 This program is an online hybrid program, which involves weekly required online assignments apart from weekly on-campus driving on the weekends. This course will include an emphasis on log truck driving with the potential to pursue post-course employment with a local logging company. This program is made possible through partnerships with Golden Lead Foundation, NCDOT, Weyerhaeuser, Allgood's Garage and locally owned insurance groups. Books are available in the BCCC bookstore (book prices are subject to change by the publisher).
Prerequisites: Valid NCDMV Class-B permit with Passenger Endorsement, valid DOT medical card, and a negative DOT drug screen (within 30 days of screening date).
 8:00 am-6:00 pm Sat. & Sun. Aug 6 – Oct 8 \$241.25 104 hrs. 45297 B 7
 8:00 am-6:00 pm Sat. & Sun. Oct 8 – Dec 10 \$241.25 104 hrs. 45298 B 7
 Online, on-demand the rest of the week

Hazmat

Credential: CDL HAZMAT Endorsement; NC DMV
 Hazardous materials (H) endorsement applicants must complete the Hazardous materials curriculum, which apply to driver-trainees who intend to operate CMVs used in the transportation of hazardous materials (HM) as defined in § 383.5. Driver-trainees seeking an H endorsement, as defined in § 383.93(c)(4), must complete this curriculum in order to take the State-administered knowledge test for the H endorsement. The textbook is J.J. Keller's Hazmat Endorsement: Entry-Level Driver Training (Student Manual) (ISBN: 978-1-68008-937-0) and is available in the BCCC bookstore.
 Online Sept. 17 – Oct. 14 \$75 24 hrs. 44695 Online
 Online Dec. 10 – Jan. 20 \$75 24 hrs. 45272 Online

Automotive and Marine Detailing

Credential: Certified Detailer, International Detailing Association (IDA)
 Unlock your potential with our Professional Automotive and Marine Detailing Training Course. Learn from industry experts about the latest tools and technologies. Our comprehensive curriculum covers everything from paint correction to ceramic coating application, ensuring you gain the skills to excel. With hands-on training, business guidance, and networking opportunities, you'll be ready to turn your passion into a rewarding profession. You will also learn knowledge and skills that can prepare you to take the IDA Phase I Certified Detailer exams. Limited spaces available, enroll today and make waves in the world of automotive and marine detailing!
 6:00 pm - 9:00 pm Tue. & Thu. Aug 8 – Nov 28 \$186.25 96 hrs. 45348 B7

North Carolina Vehicle Escort Certification and Recertification

Credential: Escort Vehicle Certification, NC Division of Motor Vehicles
 This course is required for those who wish to escort large vehicles. Students must be either 21 years of age or be 18 to 21 years of age with a current Class-A license to attend. All students must have a driver's license that has been valid for at least 12 months. North Carolina Department of Transportation requires students to complete the National Safety Council Defensive Driving (DDC4) course as a component of the Escort Vehicle Certification. Contact BCCC for more information about the NSC Defensive Driving courses. This is only required for initial certifications and not for certification renewal. [Register & pay online.](#)
Corequisite: NSC Defensive Driving Course. See p. 6 of this course schedule for DDC-4 course offerings.
 8:00 am-5:00 pm Fri. Sept. 29 \$75 8 hrs. 45300 B 8 826

FORKLIFT

Forklift Training

Credential: Forklift Wallet Card, National Safety Council
 This class is based on the National Safety Council's (NSC) Forklift Training Program. Students will learn an overview of forklift operation, inspection, determining lift limitations, and safe use of the forklift truck. They will understand the center of gravity's effects on lift limitations and proper lifting. Students will demonstrate proper use by completing an obstacle course along with an inspection. They will be required to purchase a textbook which comes with a certificate and wallet card from NSC for \$6. Textbooks will be handed out at the class and will not be sold in the BCCC Bookstore. [Register & pay online.](#)
 5:00 pm - 9:00 pm Tues. & Thur. Sep. 5 & 7 \$82.25 8 hrs. 45304 B11 15
 8:00 am - 5:00 pm Sat Oct. 28 \$82.25 8 hrs. 45306 B11 15

REAL ESTATE

With the exception of the Pre-License class, students will need to ensure that they have their valid Real Estate Broker number at the first date of class.

Pre-License Real Estate

 **Credential: NC Real Estate License, NC Real Estate Commission**
 This 10-week course is required to satisfy the educational requirements for a provisional broker and is designed to prepare you to pass the real estate license examination administered by the NC Real Estate Commission. Topics include basic real estate principles and practices, law and contracts, financing, closing valuation, fair housing, and real estate laws. The course textbook along with the companion math book are available in the campus bookstore.
 **Prerequisite:** Career Readiness Certificate of level silver or higher or High School Equivalency/Diploma. Students will be subject to a criminal background check by the NC Real Estate Commission prior to licensing.

6:00 pm - 10:00 pm	Mon & Tues.	Aug. 28 – Dec. 18	\$185	90 hrs.	45319	B8 826
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Real Estate – General Update

This four-hour mandatory course satisfies the continuing education requirements required by the NC Real Estate Commission. The General Update course is developed by the NC Real Estate Commission each year. A copy of the student manual will be provided at the beginning of class.

8:00 am – 12:00 pm	Wed.	Oct. 25	\$55	4 hrs.	45321	B8 828
9:00 am – 1:00 pm	Sat.	Nov. 18	\$55	4 hrs.	45327	B8 828
6:00 pm – 10:00 pm	Thurs.	Oct. 12	\$55	4 hrs.	45325	B8 828
6:00 pm – 10:00 pm	Wed.	Nov. 15	\$55	4 hrs.	45326	B8 828

Real Estate: Property Management and Managing Risks Elective

This elective provides an up-to-date introduction to property management and how to comply with NC regulations and avoid liability. This course will satisfy the 4-hours of continuing education required by the NC Real Estate Commission. The book is available in the bookstore.

1:00 – 5:00 pm	Wed.	Oct. 25	\$55	4 hrs.	45331	B8 828
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Real Estate: Real Estate Finance Elective


This elective provides an update on real estate reporting requirements including collateralized mortgage obligations, flood insurance, and more. This elective will satisfy the 4-hours of continuing education required by the NC Real Estate Commission. The book is available in the bookstore.

6:00 – 10:00 pm	Thurs.	Oct. 19	\$55	4 hrs.	45332	B8 828
2:00 – 6:00 pm	Sat	Nov.18	\$55	4 hrs.	45335	B8 828



NOTARY

Notary Public Education


 **Credential: Notary Public, NC State Notary Public Section**
 This 7-hour course is required for persons wanting to apply for commissioning as a Notary Public for the State of North Carolina. Various This 6-hour course is required for persons wanting to apply for Notary public commissions for the State of North Carolina. Various topics related to the duties of a notary public will be covered. Individuals should review the Notary qualifications list on the Secretary of State’s web site located at: <https://www.sosnc.gov/notary/> prior to registering for class. Per NC Secretary of State Guidelines, students will have to pass an exam to complete the class requirements. Students will be required to show a state issued photo ID and their social security card on the first night of class. This is a requirement from the Secretary of State’s office. A textbook, Notary Public Guidebook, is available in the BCCC Bookstore. Books will not be sold in class and should be purchased prior to class.

8:15 am – 4:15 pm	Sat.	Aug. 12	\$75	7 hrs.	45470	B8 829
8:15 am – 4:15 pm	Sat.	Oct. 21	\$75	7 hrs.	45471	B8 829

E-Notary

This course is designed for instructional areas related to individuals who want to become commissioned as an electronic notary. Topics include legal, ethical and procedural requirements of the Notary Act set forth in the General Statute 10B Article 2. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office. Individuals must have current notary commission to participate in E-notary training. [Register & pay online.](#)

8:15 am – 11:15 am	Sat.	Dec. 9	\$75	3 hrs.	45472	B8/829
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 Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

Google Ethical Hacking with Python

Certification: IT Automation with Python Certificate, Google
 This online course introduces students to investigative ethical hacking techniques using the Python programming language. Emphasis is placed on using Python in advanced web attacks, scanning, gaining and maintaining system access, covering tracks, malware delivery, password cracking, keylogging, cryptography, reconnaissance, enumeration, and buffer overflows. Upon completion, students should be able to understand system vulnerabilities and applications of the Python computer programming language to mitigate system vulnerabilities and threats and perform ethical hacking.

6:00 - 9:00 pm Tues. (avail. other times) Jul. 31 - Oct. 18 \$185 190 hrs. 45359 Online



Google Project Management

Certification: Project Management Certificate, Google
 This online course introduces students to the advanced concepts, tools, templates, and artifacts used to manage projects from initiation to completion using Google resources through Agile development. Emphasis is placed on foundational and advanced project management methodology including initiating, planning, and executing projects utilizing quality and risk management techniques, strategic thinking, and project execution procedures as well as the exploration of Agile Project Management and the strategies it uses to drive business value. Upon completion, students should be able to manage and run traditional and agile projects and programs from initiation to completion using a variety of resources and leadership skills to support organizational goals and business processes.

6:00-9:00 pm Tues. (avail. other times) Jul. 31 - Oct. 18 \$185 190 hrs. 45391 Online

Google Data Analytics

Certification: Data Analytics Certificate, Google
 This course introduces the role of an advanced Google data analyst and how to make data-driven decisions using effective questions, data transformation, analysis processes, visualization, and programming. Emphasis is placed on setting up data toolbox, spreadsheets, database and query basics, visualization basics, effective communication techniques, and data validation; as well as design thinking, data-driven storytelling, dashboards, R programming, job portfolios, and technical expertise. Upon completion, students should be able to review assessments, use formulas and calculations to analyze datasets, create queries, use visualization tools, create a data-driven storyboard, develop dashboards and presentations, create analytical reports, communicate effectively with stakeholders, and showcase technical analytical skills.

6:00 - 9:00 pm Tues. (avail. other times) Jul. 31 - Oct. 18 \$185 190 hrs. 45361 Online



SUBSTITUTE TEACHING

Substitute Teacher Training

This 24-hour course prepares individuals to substitute teach in the local school system. This course provides information on learning expectations, time management, monitoring student interaction, classroom management, and many other topics related to being a substitute. The textbook, Substitute Teacher Handbook 10th Edition (ISBN: 9780982165782), is available in the BCCC Bookstore. Online sections require students to provide an email address and access to a device with both video and audio connectivity. The class Zoom link will be sent out the Friday prior to the start date.

Prerequisite: High School Diploma or equivalency.

8:00 am- 3:00 pm	Mon. - Thurs.	Aug. 7 - Aug. 10	\$75	24 hrs.	44941	B8 828
8:00 am- 3:00 pm	Mon. - Thurs.	Oct 23 - Oct. 26	\$75	24 hrs.	45353	B8 828

Nurse Aide-Hybrid

Credential: Nurse Aide I, NC Dept of Health Service Regulation
 Nurse aides provide personal care and basic nursing skills in rehabilitation, long-term care, in-home health, and hospitals. Upon satisfactory completion of the courses, students are eligible to apply for the North Carolina State Certification Examination. Successful completion of the state exam is required to be listed on the North Carolina Nurse Aide I Registry. Students can choose to advance to Nurse Aide II.

Textbook: NC DHSR textbook is in the BCCC Follett Bookstore
 *See Course prerequisites and requirements on the healthcare requirement chart

9:00 am-5:00 pm	Seated every Mon. & Wed.	Aug. 21- Oct. 11	\$205.25	160 hrs.	45241	B 12, 1212
Clinical: Mon. & Tues. 9:00 am-5:00 pm						
9:00 am-5:30 pm	Seated every Tues.	Aug. 29-Dec. 5	\$205.25	160 hrs.	45268	B 12, 1212
Clinical: Tue. 9:00 am-5:30 pm						
9:00 am-5:00 pm	Seated every Mon. & Wed.	Oct. 16-Dec. 6	\$205.25	160 hrs.	45243	B 12, 1212
Clinical: Mon. & Tues. 9:00 am-5 pm						

Nurse Aide I Refresher

9:00 am-3:30 pm	Seated every Fri.	Sept. 15 - Oct. 27	\$126.25	42 hrs.	45528	B 12, 1212
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Nurse Aide II-Hybrid

Credential: Nurse Aide II, NC Dept of Health Service Regulation

Textbook: Mosby's Nursing Assistants ISBN: 9780323796316

Clinical: Hours will be based on the clinic site

See Course prerequisites & requirements on the healthcare requirement chart

9:00 am-4:30 pm	Seated every Thur.	Aug 31- Nov. 28	\$205.25	190 hrs.	45281	B 12, 1218
First Class 9:00 am - 5:00 pm						
9:00 am - 5:30 pm	Seated every Wed.	Aug. 16 - Dec. 6	\$205.25	190 hrs.	45565	B 12, 1218

Phlebotomy-Hybrid

Credential: Phlebotomy Technician, American Society of Phlebotomy Technician

Phlebotomy is the skill of drawing blood from patients in hospital and clinical settings. This class can count as Credit for Prior Learning toward an AAS in Medical Laboratory Technology.

Textbook: Pearson Phlebotomy Handbook 10th Ed. ISBN – 9780134709321 eText: ISBN-13: 9780134720050

See Course prerequisites and requirements on the healthcare requirement chart

9:00 am-1:00 pm	Seated every Mon.	Aug. 21 – Dec. 4	\$205.25	240 hrs.	44959	B 2, 126 A
4:00 pm-8:00 pm	Seated every Wed.	Aug. 23 – Dec. 6	\$205.25	240 hrs.	44960	B 2, 126 A

Clinical hours are based on the clinic site Monday-Friday 8:00 am-5:00 pm

Registered Medical Assistant Part 1-Hybrid

Credential: Registered Medical Assistant, American Medical Technology

Registered medical assistants perform both administrative/clerical and medical duties in a healthcare facility. Because they can perform a variety of skills, registered medical assistants are valuable to family clinics and specialized clinics, such as cardiology, gastroenterology, and dermatology.

Part 2 builds on the foundations of Part 1 for additional instructional time to learn medical assisting procedures. The student will learn tasks such as phlebotomy, cleaning and dressing wounds, administering injections, and collecting specimens.

Textbook: Pearson Comprehensive Medical Assisting 5th Ed. ISBN- eText with MYLAB 13: 9780135730072

SimChart for the Medical Office, 1st Ed. ISBN: 9780323241953

See Course prerequisites and requirements on the healthcare requirement chart

10:00 am-1:00 pm	Seated every Tues.	Aug. 22 – Mar. 12	\$205.25	390 hrs.	45242	B 2, 115
2:00 pm-5:00 pm	Seated every Wed.	Sept. 6 – Mar. 27	\$205.25	390 hrs.	45245	B 2, 115

Clinical hours are based on the clinic site Monday-Friday 8:00 am-5:00 pm



Healthcare courses continued on p. 26.

S Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

Healthcare Course Requirements	NAI	NA II	Phlebotomy	EKG Part II	Registered Medical Assistant
High School Diploma or Equivalency	No	Yes	Yes	Yes	Yes
National Career Readiness Certificate <i>Other options: College transcript, or a Math and English college course with at least a grade of C.</i>	Yes Silver	No	Yes Bronze	Yes Bronze	Yes Bronze
NC DHR NAI Registry	No	Yes	No	No	No
AHA BLS CPR Training	No	Yes	Yes	Yes	Yes
Criminal Background Check (<i>With CastleBranch</i>)	Yes	Yes	Yes	Yes	Yes
Drug Screen (urine) (<i>With CastleBranch</i>)	Yes	Yes	Yes	Yes	Yes
Vaccination for Flu (yearly)	Yes	Yes	Yes	Yes	Yes
Vaccination for Covid 19	Yes	Yes	Yes	Yes	Yes
Vaccination or positive titer for Hepatitis B (Optional) Waiver	Yes	Yes	Yes	Yes	Yes
Vaccination or positive titer for Varicella	Yes	Yes	Yes	Yes	Yes
Vaccination or positive titer for Measles	Yes	Yes	Yes	Yes	Yes
Vaccination for TDAP (within 10 years)	Yes	Yes	Yes	Yes	Yes
PPD Skin Test (<i>Baseline Individual TB Risk Assessment including TB symptom evaluation, and either a 2-step TB skin test (given 1-3 weeks apart) or a TB blood test within 12 months of program admission or readmission. If a student has had a positive TB skin test in the past, such as due to TB exposure/infection or receiving the BCG vaccine, documentation of a chest x-ray for the + test will be required along with the Baseline Individual TB Risk Assessment and TB symptom evaluation. • Students are no longer required to get annual TB skin tests unless there is a known exposure or ongoing transmission at a healthcare facility.*</i>)	Yes	Yes	Yes	Yes	Yes
Rotation Manager	No	Yes	Yes	Yes	Yes
Driver's license or government-issued photo ID	Yes	Yes	No	No	No
Social Security Card	Yes	Yes	No	No	No
Uniform	Yes	Yes	Yes	Yes	Yes

*Waivers must be obtained and cleared by the clinical site for clinical participation.

Uniform

(may be purchased anywhere professional scrubs/uniforms are sold) BCCC is embroidered on the scrub top and lab jacket. The font is Helvetica in Royal Blue located on the right side of the scrub top and jacket. No single letter should exceed 1 inch, BCCC should slant downward and not exceed 3 inches.

NAI and NAII

- white scrub top and navy-blue pants to be worn daily while in lab and clinical. White mid-length coat (scrub top and lab coat embroidered with BCCC in royal blue) white closed-toe/heel shoes
- watch with a second hand, blood pressure cuff, and stethoscope
- BCCC student ID badge

Phlebotomy

- navy blue scrub top and pewter grey pants to be worn daily while in lab and clinical. White mid-length lab coat (scrub top and lab coat embroidered with BCCC in royal blue) black closed-toe/heel shoes
- BCCC student ID badge

Registered Medical Assistant Part II

- pewter grey scrub top and pants to be worn daily while in lab and clinical. White mid-length lab coat (scrub top and lab coat embroidered with BCCC in royal blue) black closed-toe/heel shoes
- BCCC student ID badge

EKG

- navy blue scrub top and pants to be worn daily while in lab and clinical. White mid-length lab coat (scrub top and lab coat embroidered with BCCC in royal blue) black closed-toe/heel shoes
- BCCC student ID badge

Programs requiring a background check, drug screen, and immunization uploads are completed through 3rd party vendor-CastleBranch. www.castlebranch.com Codes & instructions are given on the first day of class and must be completed within 30 days.

Clinical sites have the right to deny clinical admission based on background check, drug screening, and vaccination status. If denied, student will be dropped from the course and student will not receive a refund.

Hybrid Classes

Hybrid classes meet online and once weekly in person. Blackboard is the technology platform used for online instruction with Blackboard Collaborate.

Mandatory Informational Sessions

When registering for NAI, NAII, Phlebotomy, RMA, or EKG class, you will need to register and attend one of the mandatory informational sessions listed below. Sessions will be held in the B8 Auditorium.

Aug. 7	10:00 am-12:00 pm	45572
Aug. 10	4:00 pm -6:00 pm	45574

HEALTHCARE

EKG Technician/Cardiovascular Monitor Technician Part 1-Hybrid

Credential: EKG Technician, American Society of Phlebotomy Technicians.
 EKG Technicians conduct cardiovascular testing and monitor patients' heart performance in a variety of healthcare settings. Textbook will be purchased through Amazon on the first day of class.

Textbook: KISS EKG Keeping It Super Simple EKG ISBN-13979-8837719394
 Calipers-\$10 (*approx. cost)

See course prerequisites and requirements on the healthcare requirement chart.

12:00 pm - 2:00 pm	Tues. & Thurs.	Aug. 22- Oct. 26	\$191	134 hrs.	45247	Online
Seated Aug. 22, 10:00 am-6:00 pm	Tue.					B 8, 826

EKG Technician Part 2-Clinical

Credential: EKG Technician, American Society of Phlebotomy Technicians.
 See Course prerequisites and requirements on the healthcare requirement chart

9:00 am-3:00 pm	Seated Mon.	Oct. 30 & Dec. 11	\$199.25	106 hrs.	45248	B 2,115/8, 826
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Clinical Oct. 31-Dec. 10
Clinical hours will be based on the clinic site

Pharmacy Technician-Hybrid

Credential: Pharmacy Technician, Pharmacy Technician Certification Board
 Pharmacy technicians work under the guidance of a pharmacist to fill prescriptions and prepare medications for patients. Student will shadow at an assigned pharmacy during pharmacy hours. Students will observe in pharmacies located in Beaufort, Pitt, Martin and Craven County.

Textbook: Mosby's Pharmacy Technician, 6th Ed. 9780323734073 **eText:** 9780323765145

See course prerequisites and requirements on the healthcare requirement chart.

6:00 pm-9:00 pm	Seated every Mon.	Aug. 28- Dec. 4	\$192.25	240 hrs.	45251	B 8, 826
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BLS CPR for Healthcare Providers

Credential: BLS CPR for Health Care Providers, American Heart Association
 American Heart Association BLS CPR and AED Training for the healthcare professional. This course provides training to recognize life-threatening emergencies, provide chest compressions with ventilations, and use of an AED. Course provides BLS skills practice and testing along with a written exam. Register & pay online.

Textbook: Basic Life Support Provider Manual: ISBN 9781616694074

9:00 am-1:00 pm	Tues.	Sept. 12	\$46	4 hrs.	44961	B 8, 826
9:00 am-1:00 pm	Tues.	Oct. 10	\$46	4 hrs.	44963	B 8, 826
5:30 pm-9:30pm	Wed.	Sept. 20	\$46	4 hrs.	44962	B 8, 826
5:30 pm-9:30pm	Wed.	Nov. 15	\$46	4 hrs.	44964	B 8, 826

Heartsaver CPR/AED

Credential: Heartsaver CPR/AED, American Heart Association
 American Heart Association Heartsaver CPR/AED course is for the general public. The course provides training and skills practice for adult, child, and infant CPR and AED use. Register & pay online.

Textbook: Heartsaver First Aid CPR AED Student Workbook: ISBN 9781616690175

9:00 am-1:00 pm	Tues.	Nov. 7	\$60	4 hrs.	44966	B 8, 826
5:30 pm-9:30 pm	Wed.	Oct. 18	\$60	4 hrs.	44965	B 8, 826



AMERICAN HEART ASSOCIATION CPR TRAINER

BCCC is an AHA Training Center. If you are current AHA instructor and would like to align with us or become an instructor, you can contact Jane Sobotor, AHA Coordinator, at jane.sobotor@beaufortccc.edu for more information. or visit our AHA webpage at

www.beaufortccc.edu/continuing-education/workforce-programs/bccc-aha-tc



Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

Emergency Medical Technician (Hybrid) – BCCC Campus

Credential: EMT, NC Office of Emergency Medical Services and/or National Registry.
 If you have little or no medical experience, this course will introduce you to prehospital emergency care. Upon completion of this course, you will be able to take the state or national credentialing exam to provide emergency or non-emergent care at the EMT level. The course meets on Monday and Wednesday each week with 2 Saturday sessions. Weekly online course work is required so you must have access to internet.
 You must pre-register for the class so you can get your book ordering information!

6:30 pm-9:30 pm	Mon. & Wed.	Aug. 9 – Dec. 6	\$223.25	288 hrs.	44738	B 2-115
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Emergency Medical Technician (Hybrid) – Washington County Center- Roper

Credential: EMT, NC Office of Emergency Medical Services and/or National Registry.
 If you have little or no medical experience, this course will introduce you to prehospital emergency care. Upon completion of this course, you will be able to take the state or national credentialing exam to provide emergency or non-emergent care at the EMT level. The course meets on Monday and Wednesday each week with 2 Saturday sessions. Weekly online course work is required so you must have access to internet.
 You must pre-register for the class so you can get your book ordering information!

6:30 pm-9:30 pm	Tues. & Thurs.	Aug. 10 – Dec. 7	\$223.25	288 hrs.	44739	BWCC Auditor.
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Community Paramedicine (CP-C)

Credential: Community Paramedic, International Board of Specialty Certification
 This course is open to current paramedics with a minimum of 1-year field experience and follows the guidelines established by the International Board of Specialty Certifications as well as guidelines set by NCOEMS when developed. This course is a blended course that has weekly online assignments and will meet two Saturdays for guest lectures and skills review/assessment. Upon completion of this course you should have the base knowledge needed to take and pass the national CP-C exam administered by IBSC. The text for this course is the Community Health Paramedicine by AAOS, ISBN 978-1-284-04096-8. You must have your book on the first day of class!

Online & 1 Saturday (TBD)	Online	Aug. 21 – Nov. 5	\$186.25	115 hrs.	44752	B 15-1502
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Online FP-C/CCP-C Review Course

Credential: Critical Care Paramedic Certification & Flight Paramedic Certification, International Board of Specialty Certifications
 This course covers the material to prep current Paramedics for the FP-C or CCP-C credentialing exam administered through the Board of Specialty Certifications (IBSC). The course also serves as continuing education credit for current credentialed FP-C, CCP-C, and other critical care providers. The course uses the 2nd Edition Critical Care Transport by AAOS, ISBN 978-1-284-04099-9.

Online	Online	Aug. 21 – Nov. 5	\$185	72 hrs.	44750	Online
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EMT to Paramedic

This course follows the guidelines established by the North Carolina Office of Emergency Medical Services as well as CoAEMSP's and consists of online and classroom instruction that will educate the EMT/AEMT to prepare them for the North Carolina or National Registry Paramedic Certification exam. Students will need to have BIO-163 or higher as a pre-requisite as well as an active EMT/AEMT certification. Contact Billy Respass at 252-940-6468 or billy.respass@beaufortccc.edu with questions and to complete a course packet for enrollment.
Next Course expected to start November 2023!

Paramedic Refresher

This 120-hour course will cover all of the required topics and technical scope of practice for recertification. The course consists of 110 hours online, 5 hours of hands on skill review, and 5-hour TSOP/Skills testing that is mandatory. The course will have weekly assignments that are due each week and the platform for the online instruction is Blackboard. If you are lacking hours for your recertification, this is your chance to get all of them at one time!

Online	Online	Aug. 21 – Nov. 13	\$186.25	120 hrs.	45293	B15 Sim Lab
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EMS courses continued on p. 28.

See our training calendar and other information at www.beaufortccc.edu/ems

EMT Refresher

This 80-hour course will cover all of the required topics and technical scope of practice for recertification. The course consists of 76 hours online and 4 hours of skills and TSOP that is mandatory at the end of the course. The course will have weekly assignments that are due each week and the platform for the online instruction is Blackboard. If you are lacking hours for your recertification, this is your chance to get all of them at one time!

Online Online Aug. 21 – Oct. 16 \$186.25 80 hrs. 45292 B15 Sim Lab

ACLS Recert

Credential: ACLS Certification, American Heart Association

This is a four-hour class that will recert your American Heart Association ACLS certification. This class is designed for the providers that currently have their ACLS certification and it will be expiring or has expired within 30 days of this class offering. The participant **MUST** complete the pretest and bring it to class or they will not be allowed to take the class. Pre-registration is required due to instructor/student ratios. Bring card fee of \$6.00 to class!

9:00 am – 1:00 pm Sat. Sept. 30 \$70 4 hrs. 45288 B 15-1502

PALS Recert

Credential: PALS Certification, American Heart Association

This is a four-hour class that will recert your American Heart Association PALS certification. This class is designed for the providers that currently have their PALS certification and it will be expiring or has expired within 30 days of this class offering. The participant **MUST** complete the pretest and bring it to class or they will not be allowed to take the class. Pre-registration is required due to instructor/student ratios. Bring card fee of \$6.00 to class!

9:00 am – 1:00 pm Sat. Oct. 14 \$70 4 hrs. 45289 B 15-1502

To receive email updates regarding upcoming classes and events in the EMS Training Program, subscribe now at www.beaufortccc.edu/ems-list



FIRE TRAINING

Fire Service Training

Beaufort County Community College uses NC OSFM qualified fire instructors to teach classes throughout our four-county service area. This training is offered in a flexible and adjustable schedule to meet your department’s needs. Offerings include, but are not limited to, Firefighter, HazMat, Driver/Operator, and other specialty programs approved by the state. These classes can be taught on our campus or at your local department. Classes are also available to be taught at local businesses and industries to meet current safety regulations.

If you have any questions about a class or wish to schedule one, contact Ray Harris, Fire & Emergency Management Director at (252)940-6363 or ray.harris@beaufortccc.edu or Jonathan Patterson, Fire & EM Training Coordinator, at jonathan.patterson@beaufortccc.edu. To ensure that you don’t miss any training, text BCCCFIRE to 844-326-6817. This text service will alert you to all classes as they are scheduled.

Fire Instructor Level II

Credential: NC Office of State Fire Marshal (FIP- 3812)

This course will present the instructor II candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1041: Standard for Fire and Emergency Services Instructor Professional Qualifications (2019 edition; Chapter 5). Emergency service exempt. [Register online.](#)

1800-2200 (F)/0900-0600 (S) Fri.-Sun. Sept. 8-10 & Sept. 15-17 \$125 if not exempt 40 hrs. 45260 B15 1501


Inner Banks High Angle School

The curriculum offers a wide range of rescue procedures consisting of “hands on” tasks and skills with students being evaluated during the evolutions. Students will receive practical and hands on instruction in the following areas: • Ropes and Knots • Horizontal & Vertical Lowers • Climbing & Belaying with Knot Passing • Mechanical Advantage Systems. IBX Shirt and Lunch Provided on Saturday. Emergency services exempt. [Register online.](#)

1900-2200 (F)/0800-1700 (S) Fri.- Sat. Aug. 18-20 \$30 20 hrs. 45080 B15 1501

See our fire training calendar and other information at www.beaufortccc.edu/fire-training


Leadership in Supervision: Frameworks to Success

 **Credential: Leadership in Supervision, National Fire Academy (FIP-3519)**
 This 3-night course provides the supervisor with the knowledge and skills to perform successfully in fire and emergency medical services (EMS) environments. The course addresses professionalism, resilience, emotional intelligence, and situational awareness, as well as managing conflict, delegating mentoring, coaching, empowering, and building collaboration and synergy for professional growth. Emergency services exempt. [Register online.](#)
 1900-2200 Tues.-Thurs. Aug. 15-17 \$70 if not exempt 9 hrs. 44813 Bunyan Fire Dept.


Aggressive Command and Managing the RIT

Special Guests: DC Mo Davis and DC Clyde Gordon of Houston Fire Dept.
 Mo Davis and Clyde Gordon will be presenting a passionate no holds bar presentation that is directed toward incident commanders not willing to put our most important customers first: the citizens we serve. Incident command systems are often overdone or underdone. Cumbersome command practices that allow the building to burn down while command is "setup" are just as frustrating and problematic as the lack of strong direction and organization. Departments must avoid impractical commands that slow or hamper putting the fire out but must also avoid a lack of strong command that fails to organize the incident and aggressively deploy crews to solve the problem. We will cover best practices incident commanders can use to maximize the capabilities of their firefighting forces. This course is designed for both chief officers and company officers. A strong understanding of each other's jobs and a mutual respect are imperative for any incident's success. This program will serve as a forum for chiefs and officers to learn about each other's roles, the jobs of each within the command system and practices that will – individually and as a team.
 0800 – 1700 Sat. Oct. 6 \$30 12 hrs. 45262 B 8 Auditorium

Instructor Indoctrination

 **Credential: Instructor Indoctrination, NC Office of State Fire Marshal (Direct Delivery)**
 This class is designed to teach new instructors the North Carolina Fire/Rescue Certification delivery system and instructor qualification process. Indoctrination class is a requirement before a new instructor can sign up for a Qualification School or a Field-Tested Qualification. The prerequisite for this class is Instructor II certification. Emergency services exempt. [Register online.](#)
 1600-2200 Mon. Sept. 18 \$70 if not exempt 4 hrs. 45263 B 15 Rm. 1501


Art of Reading Smoke

 Every Firefighter should know how to Read Smoke and recognize the warning signs of Hostile Fire Events. Proper Size-Up will not only assist with establishing a good Action Plan, but it can also save the lives of Firefighters. Emergency services exempt. Pre-registration is required. Instructor: Jonathan Sowers. [Register online.](#)
 1900-2200 (F)/0800-1700 (S) Fri. & Sat. Oct. 27-28 \$70 if not exempt. 12 hrs. 45264 B 8 Auditorium


LAW ENFORCEMENT

See our training calendar and other information at www.beaufortccc.edu/law

Basic Law Enforcement Training

 **Credential: Basic Law Enforcement, NC Dept. of Justice**
 Learn the essential skills required for entry level employment as law enforcement officers with state, county, or municipal governments, or with a private enterprise. Areas of study include criminal law, juvenile law, civil process, traffic crash investigations, alcoholic beverage laws, investigative, patrol, custody and court procedures, emergency responses, ethics, and community relations. Students successfully completing a Basic Law Enforcement Training course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for up to 19 credit hours towards the Associate in Applied Science degree in Criminal Justice Technology.
 Prerequisite requirements: High School Diploma/Equivalency, 20+ years of age, no major misdemeanors or felony convictions, a passing score on the CASAS reading exam, and a physician's certification of fitness completed by an NC doctor. Sponsorship by a North Carolina Law Enforcement Agency is required to waive the registration fee. Costs of the program include a \$191.25 registration fee, textbook bundle \$650 (estimated), uniforms \$150 (estimated).
 The admissions application packet can be picked up from the Continuing Education Registration and Records Office in Building 8. Once completed, it can be returned to Building 8 or 10B. For registration information, please contact the BLET Coordinator at 252-940-6405.
 8:00 am-5:00 pm Mon.-Fri. Jan 8,2024 – April 12,2024 \$191.25 675 hrs. 45291 B 10B
 Some Saturdays and evenings required
 Admissions Information Sessions with the BLET Administrator will be held on Aug. 30, Sept. 13, Oct. 18 & Nov. 15 in B 10B, Rm. 32 from 6-7 pm.

ENC Leadership Academy: Change Management

 Beaufort County Community College would like to introduce an on-line leadership development opportunity developed in conjunction with MilCo Training Solutions. The Leadership Academy is directed at the development of criminal justice officers, targeting both field operations and agency administration. Each program consists of four separate eight-week on-line courses. There are two separate blocks of courses, which make up the Academy. A student can start with either block of courses and the next block will be offered after the one you are in is completed. This will allow an individual to complete the entire academy. Fee waived for public safety officers.

Administrative Leadership Courses (ALC)

- Principles of Effective Supervision
- Change Management
- Character Driven Organizations
- Executive Leadership

Field Leadership Courses(FLC)

- Leadership for the Front-line Leader
- Servant Leadership
- Ethical Leadership
- Coaching, Mentoring & Developing Team Members

Online Mon. -Sun. Aug. 21-Oct. 15 \$130 (fee waived) 40 hrs. over 8 weeks 44397 Online

To receive email updates regarding upcoming classes and events in the BCCC Law Enforcement Training Program, subscribe now at www.beaufortccc.edu/law-list

SMALL BUSINESS CENTER

The mission of the Small Business Center Network (SBCN) is to increase the success rate and the number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners, which will lead to job creation and retention. Contact the Director of Small Business Center at 252-940-6306. Services available through the Small Business Center Network include:

- **One-on-one business counseling, which provides an evaluation to determine immediate needs.**
- **Resources to assist with preparation of paperwork necessary to obtain financing for a qualified new business or expansion of an existing business.**
- **Assistance for owners of existing businesses seeking information and direction. To make an online request for counseling complete the online form at www.beaufortccc.edu/sbc**



Business Counseling

Are you thinking of starting a new business or looking to grow an existing one? BCCC Small Business Center offers free and confidential expert small business counseling services! For details, call Jack Dugan at (252) 940-6306 or Katelyn Thomas at 940-6296.



To learn more or register for Small Business Center classes, scan our QR Code: Register online at www.beaufortccc.edu/sbc



Small Business Center Core Curriculum

Students who complete all five classes will receive a certificate of completion.

Required to enter Seed & Sow Startup Contest.

How to Start a Small Business

David Mayo will answer questions like: Are you ready to start a business? What are the advantages and disadvantages of a new business? Where do I obtain permits and licenses? What tax information is needed and where do I find it? How do I maintain objectivity? Register Online.

6:00 pm - 8:00 pm	Tues.	Sept. 5	Free	2 hrs.	B8, 828 + Online
6:00 pm - 8:00 pm	Mon.	Nov. 6	Free	2 hrs.	Online Only

How to Write a Business Plan

David Mayo will help students with the fundamentals of writing a business plan, the foundation for success when deciding to start a new business or acquire an existing business. It is key when it comes to seeking funds for a business. Register Online.

6:00 pm - 8:00 pm	Mon.	Sept. 11	Free	2 hrs.	B8, 828 + Online
6:00 pm - 8:00 pm	Mon.	Nov. 13	Free	2 hrs.	Online Only

Financing Your Business

You are just about ready to begin. Then you ask yourself; how do I finance my business; who can give me good, solid, reliable advice; are there loans/grants available to assist me; what should I be aware of? David Mayo will help you answer these questions. Register Online.

6:00 pm - 8:00 pm	Mon.	Sept. 18	Free	2 hrs.	B8, 828 + Online
6:00 pm - 8:00 pm	Mon.	Nov. 27	Free	2 hrs.	Online Only

Marketing and Advertising for Your Business

Drawing attention to your business is tougher than ever before. In this seminar David Mayo will teach low cost advertising/marketing strategies and methods, creating a marketing plan, scoring greater sales with current customers, and other "tricks" of the trade. Register Online.

6:00 pm - 8:00 pm	Mon.	Sept. 25	Free	2 hrs.	B8, 828 + Online
6:00 pm - 8:00 pm	Mon.	Dec. 4	Free	2 hrs.	Online Only

Recordkeeping & Taxes in Small Business

This seminar will help you understand the financial aspects of your business. You will learn: What makes your business thrive and grow? What is a CPA and when and how do you use them? How to understand financial statements. What your banker is looking for? What federal and state reports are required? If I made that much money, where is it? Register Online.

6:00 pm - 8:00 pm	Mon.	Oct. 02	Free	2 hrs.	B8, 828 + Online
6:00 pm - 8:00 pm	Mon.	Dec. 11	Free	2 hrs.	Online Only


Are you a subject matter expert in one of the following areas and interested in teaching small business classes or counseling small business owners? Call Jack Dugan at 252-940-6306. Business Law, Human Resources in Small Business, Retail Merchandising, Commercial Real Estate, Product & Food Photography, Website Design, and Certified Public Accountant. Get paid to help small businesses!



Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.


Podcasting Series

Part 1: Easy Steps to Podcasting – Your Own Web-Based Radio Show for Business

 In-Person Only – This class is an introduction to the world of podcasting, teaching you the basics of getting started with as little as a smartphone! You will learn to podcast online from your home or office so your message can be heard locally or around the world on iTunes Podcasts, Google Podcasts, Stitcher Podcasts, Spotify Podcasts, and many more. Register Online.


9:00 am - 12:00 pm Tues. Oct. 10 Free 3 hrs. B8, 828

Part 2: How to Edit Your Business Podcast

 In-Person Only – Using the globally popular and fully free Audacity program you will learn all the basics of audio editing to produce an outstanding show. This will include how to integrate legal music, different types of audio files and resolutions, cutting and pasting audio, selecting audio input & outputs volume levels, and much more. How it would interface with a podcast hosting service. Audacity is a 100% free open source software that will run on Windows, macOS, Linux, and other Unix-like operating systems. Bring your laptop to this hands-on class. Register Online.


1:00 pm - 4:00 pm Tues. Oct. 10 Free 3 hrs. B8, 828

How to Start a Drone Business

 In-Person Only – Drones play an increasingly important role in business. Learn what drones are, how they work, and how this technology creates an opportunity for small business startups! Subject Matter Experts from Air Probe UAV explain what you need, what resources are available, and outline business uses for drones. This workshop includes a live drone demonstration! Register Online.


9:00 am - 12:00 pm Tues. Aug. 22 Free 3 hrs. B8, 828

The 30 Day Online Marketing Makeover

 There are so many places online for potential customers to find you: Google, your website, social media, and more. Make sure they can find your business and that they like what they see. Commercial photographer and marketing expert Bob Mackowski will walk you through this high-level overview of the online marketing landscape. This class will touch on websites, visual marketing, Google My Business, email marketing, and so much more. Register Online.


3:00 pm - 6:00 pm Thurs. Sept. 7 Free 3 hrs. B8, 828 + Online

Legal Basics for Small Business

 What are the legal basics that every small business owner should know? Attorney John B Tate will cover important topics like company formation, liability, signing a lease, contracts & service agreements, employment laws, and more. Register Online.


3:00 pm - 5:00 pm Tues. Sept. 12 Free 2 hrs. B8, 828 + Online
3:00 pm - 5:00 pm Tues. Dec. 05 Free 2 hrs. B8, 828 + Online

How to Publish and Promote Your Own Book

 Have you dreamed of publishing a book but don't know where to begin? Author L. Diane Wolfe guides you through identifying markets, budgeting, building an online presence, and generating publicity. Get the whole story on traditional publishing and self-publishing. Learn about print and e-book setup, formatting, and distribution; finding your target audience; generating reviews and media interest and how to promote your book. Register Online.


3:00 pm - 6:00 pm Thurs. Sept. 14 Free 3 hrs. B8, 828 + Online

Unlock the Power of Artificial Intelligence to Supercharge Your Small Business Operations & Marketing Success!

 In-Person Only Are you a small business owner looking to level up your game and stay ahead in today's fast-paced digital landscape? Do you find yourself struggling to keep up with the latest trends in business operations and marketing? Look no further! Our AI-Powered Business Class is here to equip you with the knowledge and skills you need to harness the transformative potential of AI tools. Register Online.


6:00 pm - 8:00 pm Thurs. Sept. 21 Free 2 hrs. B8, 828
5:00 pm - 7:00 pm Thurs. Nov. 02 Free 2 hrs. B8, 828

Hands-On Business Photography

 In-Person Only First impressions matter. You need visuals to represent your business on your website and social media and that means effective use of photography. In this live seminar, photographer Bob Mackowski will give you some basic, entry-level tips to use with any camera (yes, even your cell phone) and you'll spend time with hands-on practice. After that, you'll learn how to make sure that it's seen and that it leaves the right impression. Register Online.


3:00 pm - 6:00 pm Thurs. Oct. 05 Free 3 hrs. B8, 828

HR Essentials For Small Business

 What are the human resources basics that a small business owner needs to know? Subject matter expert Pam Pippen covers important topics related to: Recruiting and hiring employees, retaining talent, setting expectations, managing performance, pay & wages, terminating employees, managing difficult situations, and much more! Register Online.

3:00 pm - 5:00 pm Mon. Oct. 16 Free 2 hrs. Online Only


Bookkeeping with QuickBooks for Small Businesses

 QuickBooks is the industry leading bookkeeping software. This class teaches you how to not only use QuickBooks, but maximize it in your small business! Explore and understand all the key features of QuickBooks Online. Accurate books sets you business up for success and helps you feel less stress! Register Online.

10:00 am - 12:00 pm Mon. Oct. 30 Free 2 hrs. Online Only


Web Design Series

Part 1: So, You Think Your Business Needs a Website:

 So, you think your business needs a website: Why does your business need a website, what are your options, what does it cost, and how do you get started in building your own website? Subject matter expert Jared Roach helps you understand the benefits and cost of building and maintaining your own website. He also reviews the basic components of a good website. Register Online.


3:00 pm – 5:00 pm	Wed.	Sept. 13
Free	2 hrs.	Online Only

Part 2: Basics of Building Your Website:

 You've decided that you're ready to build your website! Subject Matter Expert Jared Roach reviews the basic parts of a website and demonstrates how to build them. Register Online.

3:00 pm – 5:00 pm	Tues.	Oct. 03
Free	2 hrs.	Online Only


Part 3: Advanced Website Features & Search Engine Optimization:

 You've built your website, now you want to get the most out of it! Subject matter expert Jared Roach takes you beyond the basics with a focus on eCommerce. Learn how to engage your clients, expand your brand, and ultimately grow your business with your website! Register Online.

5:00 pm – 5:00 pm	Tues.	Oct. 17
Free	2 hrs.	Online Only


Success Selling Art & Vintage Online with Etsy Series

Part 1: What Is Etsy and How Do I Start

 In-Person Only – Learn about Etsy, why you want to use it and what you can sell. Find out how to start your own shop, including making a listing, creating photos and video, choosing categories, variations, using keywords, creating the right descriptions, shipping and using production partners. Register Online.


3:00 pm – 5:00 pm	Wed.	Sept. 13
Free	2 hrs.	B8, 828

Part 2: Selling on Etsy

 In-Person Only – Take a virtual shop tour and learn about how to get on Etsy's good side so your items can rise to the top. Find out how to create the right size banner, tag lines, profile pictures, shop icons, about and policies sections and more. What happens when you make your first sale? Get the details on providing the kind of excellent customer service that leads to star seller status, from meeting shipping deadlines to following up with the right messages. Register Online.


3:00 pm – 5:00 pm	Tues.	Oct. 03
Free	2 hrs.	B8, 828

Part 3: Steps to Making Your Etsy Business Successful

 In-Person Only – Learn SEO basics and advertising tips to help people find your store. Also find out how watching trends, looking at Etsy stats and more can help you keep your Etsy business continue to grow. Explore multiple shops, passive income streams, guest buyers and how "Buy it Now" options and carts work. Register Online.


5:00 pm – 5:00 pm	Tues.	Oct. 17
Free	2 hrs.	B8, 828

How Introverted Business Owners Can Attract More Clients

 As a small business owner, you're the face of your business, but what happens when you are naturally shy or introverted but still have to get out there and sell your product or service? Commercial photographer and self-professed introvert Bob Mackowski will teach you about your options and how to build your business around them. Register Online.

6:00 pm - 7:00 pm	Thurs.	Nov. 09	Free	1 hr.	Online Only
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Harnessing the Facebook Algorithm

 The average free reach on Facebook is dreadful. It's hopeless, right? Not if you know what you're doing. If you work with the algorithm and give it what it wants, it'll give you what you want: eyes on your content. Commercial photographer Bob Mackowski routinely achieves 5-20x the average Facebook views on his volunteer work and he'll teach you how you can get above average views as well. Register Online.

3:00 pm - 4:00 pm	Thurs.	Dec. 07	Free	1 hr.	Online Only
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Win Startup Funds!

A small business learning and planning process culminating in a "pitch contest", where qualifying entrepreneurs compete to win cash awards, to help fund their small business startup idea! Qualifying competitors would be required to complete all SCB Core Workshops, attend five (1-hour) counseling sessions with the BCCC SBC Director, and complete a formal business plan. Register online for more details. The contest will take place in Spring 2024 with coursework & counseling beginning in September 2023. Only open to Beaufort, Hyde, Tyrrell, and Washington County entrepreneurs. Register online at www.beaufortccc.edu/sbc

 Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

Pottery

BCCC's pottery studio is located at The Marketplace at Olive's located at **6118 US Highway 264 E., Washington, NC 27889**. We have sessions to meet anyone's time preference. Most of the sessions are designed to accommodate all skill levels, from beginner to advanced. Some sections are reserved for advanced potters only. All the classes will provide many opportunities to learn hand-building pottery, coiled construction techniques, and wheel-thrown pottery. The kiln is ready to fire your pots after colorful glazes are applied. All materials are included. [Register & pay online.](#)



All Level Pottery Classes:

9:00 am – 12:00 pm	Mon.	Aug. 21 – Sept. 11	\$110	12 hrs.	45362	Marketplace at Olives
1:00 pm – 4:00 pm	Mon.	Aug. 21 – Sept. 11	\$110	12 hrs.	45363	Marketplace at Olives
6:00 pm – 9:00 pm	Mon.	Aug. 21 – Sept. 11	\$110	12 hrs.	45364	Marketplace at Olives
1:00 pm – 4:00 pm	Tues.	Aug. 22 – Sept. 12	\$110	12 hrs.	45366	Marketplace at Olives
9:00 am – 12:00 pm	Wed.	Aug. 23 – Sept. 13	\$110	12 hrs.	45367	Marketplace at Olives
4:30 pm – 7:30 pm	Wed.	Aug. 23 – Sept. 13	\$110	12 hrs.	45368	Marketplace at Olives
9:00 am – 12:00 pm	Mon.	Sept. 25 – Oct. 16	\$110	12 hrs.	45369	Marketplace at Olives
1:00 pm – 4:00 pm	Mon.	Sept. 25 – Oct. 16	\$110	12 hrs.	45370	Marketplace at Olives
6:00 pm – 9:00 pm	Mon.	Sept. 25 – Oct. 16	\$110	12 hrs.	45371	Marketplace at Olives
1:00 pm – 4:00 pm	Tues.	Sept. 26 – Oct. 17	\$110	12 hrs.	45373	Marketplace at Olives
9:00 am – 12:00 pm	Wed.	Sept. 27 – Oct. 18	\$110	12 hrs.	45374	Marketplace at Olives
4:30 pm – 7:30 pm	Wed.	Sept. 27 – Oct. 18	\$110	12 hrs.	45375	Marketplace at Olives
9:00 am – 12:00 pm	Mon.	Oct. 30 – Nov. 20	\$110	12 hrs.	45376	Marketplace at Olives
1:00 pm – 4:00 pm	Mon.	Oct. 30 – Nov. 20	\$110	12 hrs.	45377	Marketplace at Olives
6:00 pm – 9:00 pm	Mon.	Oct. 30 – Nov. 20	\$110	12 hrs.	45378	Marketplace at Olives
1:00 pm – 4:00 pm	Tues.	Oct. 31 – Nov. 21	\$110	12 hrs.	45380	Marketplace at Olives
9:00 am – 12:00 pm	Wed.	Nov. 1 – Nov. 22	\$110	12 hrs.	45381	Marketplace at Olives
4:30 pm – 7:30 pm	Wed.	Nov. 1 – Nov. 22	\$110	12 hrs.	45382	Marketplace at Olives
9:00 am – 12:00 pm	Mon.	Nov. 27 – Dec. 18	\$110	12 hrs.	45383	Marketplace at Olives
1:00 pm – 4:00 pm	Mon.	Nov. 27 – Dec. 18	\$110	12 hrs.	45384	Marketplace at Olives
6:00 pm – 9:00 pm	Mon.	Nov. 27 – Dec. 18	\$110	12 hrs.	45385	Marketplace at Olives
1:00 pm – 4:00 pm	Tues.	Nov. 28 – Dec. 19	\$110	12 hrs.	45387	Marketplace at Olives
9:00 am – 12:00 pm	Wed.	Nov. 29 – Dec. 20	\$110	12 hrs.	45388	Marketplace at Olives
4:30 pm – 7:30 pm	Wed.	Nov. 29 – Dec. 20	\$110	12 hrs.	45389	Marketplace at Olives

Advanced Level Pottery Classes:

9:00 am – 12:00 pm	Tues.	Aug. 22 – Sept. 12	\$110	12 hrs.	45365	Marketplace at Olives
9:00 am – 12:00 pm	Tues.	Sept. 26 – Oct. 17	\$110	12 hrs.	45372	Marketplace at Olives
9:00 am – 12:00 pm	Tues.	Oct. 31 – Nov. 21	\$110	12 hrs.	45379	Marketplace at Olives
9:00 am – 12:00 pm	Tues.	Nov. 28 – Dec. 19	\$110	12 hrs.	45386	Marketplace at Olives



Stained Glass Workshops

We have four workshops for making Stained Glass this Fall. There will be lots of holiday patterns to choose from. In each workshop, participants may choose to make either a hummingbird suncatcher or a seasonal item. The colors we share are wonderful in the light. And students will learn beginning stained glass skills to further develop. [Register & pay online.](#)

6:00 PM to 9:00 PM	Thur.	Sept. 14	\$60	3 hrs.	45392	B8 826
6:00 PM to 9:00 PM	Thur.	Oct. 12	\$60	3 hrs.	45393	B8 826
6:00 PM to 9:00 PM	Thur.	Nov. 9	\$60	3 hrs.	45394	B8 826
6:00 PM to 9:00 PM	Thur.	Dec. 14	\$60	3 hrs.	45395	B8 826

Wire Art

Gently bending wire to create wonderful and often whimsical shapes is a pleasant way to spend time. In this workshop we will bend several gauges of wire to accommodate all hand strengths. Every student will create at least four objects. Wire artist Herb May will help students fashion a spiral wire candle holder to learn the basics. Then he will guide everyone to continue bending wire to make engaging holiday ornaments such as crosses, stars, fish, and Christmas trees. We've got lots of wire, and you'll leave with a new skill and ideas for great presents.

[Register & pay online.](#)

6:00 pm- 9:00 pm	Thurs.	Oct. 19	\$40	3 hrs.	45396	B8 829
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CRAFTS

Learning to Sew

BCCC's sewing lab welcomes Shayla Cobb as our new instructor. She's accomplished at sewing, and we hope you'll join us. We have all the supplies and fabric for our first evening's project, a pillowcase. Then you will bring your own fabric to make an apron. These projects will teach all the sewing skills that enable you to begin sewing on your own. You'll be very proud of your accomplishments. [Register & pay online.](#)

6:00 pm - 8:30 pm	Thurs.	Sept. 7 - Oct. 12	\$60	15 hrs.	45397	B8 829
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Basic Alterations

Shayla Cobb will take sewing basics to the next level by teaching you to make your own alterations. Bring your own apparel and learn the skills of taking-in, letting-out, hems for pants and dresses, sewing on buttons, making darts, and more. [Register & pay online.](#)

6:00 pm - 8:30 pm	Thurs.	Oct. 26 - Nov. 30	\$55	12.5 hrs.	45398	B8 829
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DANCE

Line Dancing Beginner

Welcome back Line Dancing! It sure is nice to have our dancing classes back on campus. Everyone who joins has time to enjoy the gentle and moderate exercise. Line Dancing improves memory while you learn the various dances (we'll go through 20 different styles.) And you'll enjoy getting ready for weddings and holiday parties. Please join us for 6 weeks of entertaining line dancing. And don't forget; it's just plain fun! [Register & pay online.](#)

9:30 am - 11:00 am	Mon.	Aug. 21 - Oct. 2	\$35	9 hrs.	45410	B10 12MPR
6:00 pm - 7:30 pm	Mon.	Aug. 21 - Oct. 2	\$35	9 hrs.	45411	B10 12MPR

Line Dancing Intermediate

We continue our line dancing exercises with new dances and slightly more complex arrangements. Build upon all the steps that we learned in our first sessions to give students more dances and more fun. [Register & pay online.](#)

9:30 am - 11:00 am	Mon.	Oct. 16 - Nov. 20	\$35	9 hrs.	45412	B10 12MPR
6:00 pm - 7:30 pm	Mon.	Oct. 16 - Nov. 20	\$35	9 hrs.	45413	B10 12MPR
9:30 am - 11:00 am	Mon.	Nov. 27 - Dec. 18	\$25	6 hrs.	45414	B10 12MPR
6:00 pm - 7:30 pm	Mon.	Nov. 27 - Dec. 18	\$25	6 hrs.	45415	B10 12MPR

Carolina Shag Dancing Beginner

The Shag is the favorite couples dance in the Carolinas. Come and learn this traditional social activity and enjoy the fellowship in our dancing classroom. It will not take long for couples to master the basic steps and at least six fun moves. Dance etiquette will be part of the instruction. After this class couples will be ready to confidently join-in at many social events. [Register & pay online.](#)

6:00 pm - 7:30 pm	Tues.	Aug. 22 - Oct. 3	\$50	9 hrs.	45474	B4 Lobby
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Carolina Shag Dancing Intermediate

After mastering the basics in our Carolina Shag class please return to add more steps to your repertoire. More shagging equals more fun. We'll continue to build confidence with the basics and add new moves. Chris Winstead will lead the class, and you will lead everyone to the dance floor at the next party. [Register & pay online.](#)

6:00 pm - 7:30 pm	Tues.	Oct. 17 - Nov. 21	\$50	9 hrs.	45475	B4 Lobby
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MUSIC

Learn to Play Piano

Consider this as your introduction to piano and other keyboard instruments. Also, consider yourself lucky to have such a great teacher as Scott Bradshaw. During this class you will develop the ability to play simple tunes on a keyboard. You'll build an understanding of musical notation and the ability to read and play music. And you'll enjoy your new skill at playing music for entertainment. We have the keyboards for learning. Just bring your enthusiasm. [Register & pay online.](#)

6:00 pm - 8:00 pm	Tues.	Sept. 12 - Oct. 17	\$75	12 hrs.	45420	B8 829
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Piano 2

In Piano 2 we will build on the skills acquired in our Learn to Play Piano class. Six more sessions to learn about reading music and playing music on our keyboards. Those who completed our introductory class are encouraged to join Scott Bradshaw for this class. [Register & pay online.](#)

6:00 pm - 8:00 pm	Tues.	Oct. 24 - Dec. 5	\$75	12 hrs.	45421	B8 829
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Learn to Play Guitar

Dust off that guitar that's been sitting around and finally learn to play. Or join this class to refresh the skills you haven't used in quite some time. With Churchill Hodges' guidance you'll be picking and strumming in no time. He'll teach you the major and minor chords and how to move between them. You'll choose your favorite playing style whether it is using a flat pic or finger picking. Various types of music such as Folk, Southern Rock, Blues, Contemporary Christian, Rock, and Blue Grass are addressed. Each session will include group and individual instruction. [Register & pay online.](#)

6:00 pm - 8:30 pm	Thurs.	Oct. 5 - Nov. 9	\$75	15 hrs.	45422	B3 127
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Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

Intro to Performing and Visual Arts

BCCC is proud to partner with the new Beaufort Performing Arts Collective to provide art classes and events on our campus. Our first collaboration was a fun and informative success. We will continue to explore theater arts such as acting, directing, stage management, musical theater and film making. We invite everyone who has an interest in community theater to join us. During Fall '23 BPAC will host a class in our auditorium to train new and returning theater folks. The class is called BPAC Intro to Performing and Visual Arts. Our capstone event will be a performance on December 2, and it is "A Christmas Carol." The evening will incorporate the play with independent film, music, and dancing! There is something for anyone who likes theater, and we hope you'll join us. [Register & pay online.](#)

6:00 pm – 8:00 pm Tues. Oct. 3 – Dec. 2 \$25 28 hrs. 45419 B8 801 Auditorium



CULTURE

Jazz, America's Music

Born on U. S. soil in the early 20th Century, Jazz now draws appreciation around the world as a uniquely American expression and high art. BCCC music instructor Chris Campbell will bring the music and history to class as he describes the cultural milieu that fostered its development. He will start in the 1800's with West African, European & Caribbean influences, rural field songs, brass band street music, Blues and Ragtime, journeying on to New Orleans jazz, the Great Migration and the Harlem Renaissance. Then he will move to Swing, Modern Jazz, Bebop, the Cool, Avant-Garde, Fusion, and all the important players. [Register & pay online.](#)

6:00 pm - 8:00 pm Thurs. Sept. 14 – Oct. 5 \$45 8 hrs. 45423 B8 801 Auditorium

Southern Culture: Readings from a Distinctive Region

We continue to explore the culture of our region, and this semester we'll read authors who tell great stories with important themes, engaging stories, and great humor. Participants will need to acquire their own books. We will read in this order: Varina by Charles Frazier, The Yellow House by Sarah M. Broom, The Sound and the Fury by William Faulkner, and A Confederacy of Dunces by John Kennedy Toole. [Register & pay online.](#)

6:00 pm - 8:00 pm Thurs. Sept. 14, Oct. 12, Nov. 16, Dec. 7 \$15 8 hrs. 45424 B5 Library

A Look around Old Washington

Let's get together on Tuesday and learn about the founding of Washington and all the history that has occurred on the Pamlico shore since then. On Thursday morning we'll take a walking tour of Washington's Historic District to explore that history and tell stories about the places, the people, and the architecture that makes us such an entertaining place. Join Ray Midgett and Clay Carter for a lively look at our old town.

[Register & pay online.](#)

10:00 am - noon Tues. Oct. 17 \$40 5 hrs. 45427 B8 801 Auditorium
 8:00 am - 11:00 am Thurs. Oct. 19 Downtown Washington

COOKING

Cooking involves all the senses. That's what makes our cooking classes so much fun. Students cook beside our chefs, and they experience the wonderful sensory experience of making delicious food. Recipes can be replicated at home remembering the aromas, textures, sights, sounds, and tastes from the BCCC kitchen. Please join us for an evening of professional instruction and fine dining. To help us include as many cooks as possible, please let us know if you can't attend. Groceries are expensive! Students who withdraw less than 48 hours before class will not be refunded. Thanks for understanding.



Homemade Tortillas

It is an honor to have Senora Lucinda Domenquez of Angi's Mexican Kitchen join us for this class. She's bringing her kids, Angelee and Sergio with her. Together they will teach us how to make tortillas in true Sinaloa style. Then we will use the tortillas to make shrimp quesadillas and colache. They will cook a big pot of beans so we can make frijoles refritos. For dessert we will have flan. [Register & pay online.](#)

6:00 pm-9:00 pm Tues. Sept. 12 \$50 3hrs. 45429 B8 830

Cooking with Honey

Stephen Tubaugh is an accomplished chef, and he's a certified beekeeper. In this class all the dishes will contain honey. Before we cook, we'll sample a host of different honeys. Bee ready for some real good food: Pork Tenderloin with Honey Marinade, Mixed Salad Greens with a trio of Honey Based Dressings, Carrots Roasted with Local Honey, Honey Apple Tarts. [Register & pay online.](#)

6:00 pm-9:00 pm Thurs. Sept. 21 \$60 3hrs. 45430 B8 830

Pesto-palooza

Homemade traditional Genovese pesto is so fresh and delicious, and it is really easy to make. We will discuss tips for growing basil, how to make big batches of pesto, and how to enjoy that pesto right away or store it for later use. Class participants will produce and enjoy a pesto feast, and everyone will leave with a container or two of pesto to enjoy at home. Crostini with fig and blue cheese spread; watermelon tomato and feta salad; fettuccini with fresh pesto, pine nuts, chopped tomatoes, and bacon. [Register & pay online.](#)

6:00 pm-9:00 pm Tues. Sept. 26 \$50 3hrs. 45431 B8 830

Meal Prep; Healthy Slow Cooker Freezer Meals

You can have a nice healthy family supper even when things get hectic. Katie Woolard will show you how to make and freeze dishes that can be dropped into a slow cooker in the morning for a good supper that evening. Each participant will make three meals to take home and freeze. Of course, we'll also make them in class to sample. Menu: Cilantro Lime Chicken, Pork with Spiced Apples, Tuscan Chicken and White Bean Soup. [Register & pay online.](#)

6:00 pm - 9:00 pm Thurs. Sept. 28 \$60 3 hrs. 45432 B8 830

Pies and Tarts, Sweet and Savory

Everybody loves a pie. And once you have the knack for making a good crust, then there is no limit to the fillings you can enjoy. Rachel K. Jordan will lead us to make sweet dessert pies and savory pies for brunches or suppers. We'll enjoy quiche, fruit pie, and a coconut cream pie. Every student will make a beautiful fruit pie to carry home. We'll have coffee, tea, and cold milk when those pies come out of the oven. Fruit Pie, Quiche Lorraine, Rustic Tomato Crostata, Coconut Cream Pie. [Register & pay online.](#)

5:30 pm - 9:30 pm Tues. Oct. 17 \$50 4 hrs. 45433 B8 830

A Really Good Steak

The writer of this catalog entry had this very meal. It was delicious, so he insisted that Jamie Davis come to our kitchen and teach us how to cook it. Welcome back Jamie! Now let's settle in and make these dishes: Fresh Collard Salad with Apple Vinaigrette, Lime Zest Tidewater Rice (grown in Pamlico County), White Sweet Potato Bisque, Sirloin Steak seared with herbs and peppers, Brown Butter Bourbon Rice Krispie Treats. [Register & pay online.](#)

6:00 pm - 9:00 pm Mon. Oct. 23 \$60 3 hrs. 45434 B8 830

Knife Skills for Home Cooks

Chef Stephen Tubaugh will lead our class in basic knife skills. He will teach you which knife is best for various kitchen tasks, and he will guide as you learn to make the proper cuts. Your chef will demonstrate the best ways to use your knives, and you will practice cutting many vegetables to gain good knife control. In addition, all students will butcher a chicken. Sharpening, storage, and maintenance of your knives are important skills we will address. You may use our knives or bring your favorites from home. And with all these diced vegetables around, we will cook up a big batch of ratatouille to enjoy for supper. [Register & pay online.](#)

6:00 pm - 9:00 pm Thur. Oct.26 \$50 3 hrs. 45435 B8 830

Cheese Straws

A good Southern gathering includes Cheese Straws. And that is that. Store-bought is OK, but have you ever had really good home-made Cheese Straws? Nothing like 'em anywhere. Anita Price will lead you to become an accomplished Cheese Straw maker using recipes from some well-known Beaufort County bakers. We'll use famous old recipes from Kack Hodges (Edmund Harding's daughter) and Virginia Todd Smith (Toddy Warren's mother). We'll teach how to pipe the straws in daisy, wafer, and straw patterns, and we'll use pecans, cayenne, and powdered sugar in delicious variations. [Register & pay online.](#)

6:00 pm - 9:00 pm Thurs. Nov. 2 \$50 3hrs. 45436 B8 830

 Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

Cooking for Two

Sometimes it's as difficult to cook for two as it is to make a big meal. Still, you don't always want lots of leftovers. Anita Price will lead a discussion on how to cook for two. Then we will divide our students into two teams. Each team will make a different menu geared to cooking for two. Only one thing, tonight we want you to have lots of leftovers to take home! Menu 1: Peachy Pork Chops, Potatoes O'brien, Honey Glazed Carrots, Baby Bundt Cakes with Sauce. Menu 2: Italian Wedding Soup, Baby Greens with Lemon Poppysseed Dressing, Crusty 3-Cheese Bread, Lemon Squares. [Register & pay online.](#)

6:00 pm - 9:00 pm	Thurs.	Nov. 9	\$60	3 hrs.	45437	B8 830
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Soup du Jour

Soup season is hard and fast upon us. Join us to prepare for warming meals all winter long. Paul Cyr will lead students to make big pots of three different soups. Everyone will have plenty to enjoy in class and plenty to take home. Here's the menu: Savory Mini Tarts, New England Clam Chowder, Broccoli and Cheddar Soup, New Orleans Jambalaya Soup, Homemade Cheese Crackers. [Register & pay online.](#)

6:00 pm - 9:00 pm	Tues.	Nov. 14	\$50	3 hrs.	45438	B8 830
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A Mexican Fiesta

We have enjoyed Paul Cyr's instruction on Fine French Cuisine. Tonight, Paul brings his special touch to a delicious Mexican repast. Techniques and tastes that we can all enjoy: Mexican Street Corn Tart, Pozole, Arroz con Camerones, Chicken Pastore Street Tacos, Flan. [Register & pay online.](#)

6:00 pm - 9:00 pm	Tues.	Nov. 28	\$60	3 hrs.	45439	B8 830
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Holiday Party

Anita and Clay always enjoyed this end of semester cooking party. So, this fall they are bringing it back with a new approach. We are using the Italian "Feast of Seven Fishes" as our guide. Only we are going to cook BoCo style! We will prepare party foods using shrimp, oysters, crab, and smoked salmon. We will also make some other old favorites and some new appetizers and hors d'oevre. Please join us to celebrate another fine year in BCCC's Culinary Lab. [Register & pay online.](#)

6:00 pm - 9:00 pm	Thurs.	Dec. 7	\$60	3 hrs.	45440	B8 830
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OUTDOORS

Hunter Safety

 Thanks to the NC Wildlife Resources Commission and Officer Daniel Kennedy for offering this course on our campus. We are pleased to help hunters learn to be safe and responsible. During this class Officer Kennedy will explain firearm safety, hunting ethics, conservation and wildlife management, wildlife identification, survival and first aid, specialty hunting, and tree stand safety. Completers will be eligible to purchase their hunting license. While this class is free, registration is required. [Register online.](#)


6:00 pm - 9:00 pm	Mon. & Tues.	Sept. 25 & 26	FREE	6 hrs.	45426	B8 801 Auditorium
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Gardening with Bulbs

Plants that flower from bulbs are tough and long lived. Eastern Carolinians can enjoy bulbs blooming in the garden during all four seasons. Beaufort County's long history as a producer of bulbs gives us rich experience to learn from and a broad array of choices that are appropriate for our gardens. Join us to learn how to plan, plant, and maintain bulbs in your garden. We'll also discuss using bulbs in containers, which varieties are deer resistant, and all the resources for finding great garden bulbs. We will even have some bulbs for you to plant in your own garden. [Register & pay online.](#)

6:00 pm-8:30 pm	Mon.	Nov. 6	\$25	2.5 hrs.	45441	B8 826
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Learn about Beekeeping

 Please join us for an informative session with the Beaufort County Beekeeping Association. The members want to share their love of bees and beekeeping with you. Their enthusiasm will reveal all the pleasure beekeeping can bring. And don't forget the honey! If you have any interest in beekeeping, then come and listen. You may want to join our Beekeeping class in the Spring. This class is free, but registration is required. [Register online.](#)

6:00 pm - 8:30 pm	Tues.	Nov. 7	FREE	2.5 hrs.	45428	B8 826
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FIREARMS

Handgun Introduction

Beginners Pistol is designed to provide a hands-on introduction to the safe handling and proper orientation for students. This course is 3 hours long and includes classroom and range time learning to shoot a specific pistol action type. Students will learn rules for safe gun handling; the particular pistol model, parts and operation; ammunition; shooting fundamentals; cleaning the pistol; and continued opportunities for skill development. Students must show proof of ability to legally own a firearm. A Concealed carry permit or a copy of a criminal record check from the Clerk of Court office should be provided at the time of registration

6:00 pm-9:00 pm	Wed.	Sept. 6	\$43.50	3 hrs.	45279	B 10B-102
6:00 pm-9:00 pm	Wed.	Nov 8	\$43.50	3 hrs.	45280	B 10B-102

Concealed Carry Handgun (CCH) Training

Class covers laws governing the use of deadly force, concealed carry statute, & other relevant issues. Class covers the fundamentals of gun operation, personal protection with the use of a handgun, gun safety, ammunition, and shooting techniques. A copy of a record check from the Clerk of Court office should be provided at the time of registration

6 pm-10 pm (T) / 8 am-3 pm (S)	Thurs. & Sat.	Oct 12 & Oct 14	\$76.25	10 hrs.	45277	B 10B-102
8:00 am-7:00 pm	Sat.	Dec. 16	\$76.25	10 hrs.	45278	B 10B-102



Washington County Center

P.O. Box 123
Roper, NC 27970

Would you like to be added to our email list to receive course information about upcoming BCCC classes and services in Washington County?

Call 252-940-6245 or email chanta.rickard@beaufortccc.edu.

COLLEGE & CAREER READINESS


Adult Basic Education and High School Equivalency

 The Adult Basic Education (ABE) program supports the development of reading comprehension, mathematical reasoning and computation, and language and writing skills at pre-high school levels. This is designed to lay the foundation for those students who will go on to seek a high school equivalency credential.

The High School Equivalency (HSE) Preparation program offers instruction in all areas relevant to official high school equivalency credential tests. Classes have been aligned to the common core standards adopted by the state of North Carolina. Instruction for College and Career Readiness programs is available at all Beaufort County Community College campuses. HSE prepares students to take either Pearson Vue's GED or ETS HiSET exams. Scholarships are available for High School Equivalency testing.

Call 252-940-6325

English Language Acquisition (ELA)

 This class is provided to instruct adults who are limited in English proficiency or whose primary language is not English. The program is designed to help adults improve their English reading, writing, listening, and speaking skills in order to further education or enhance employment opportunities. Classes range from beginning to advanced levels. Instruction to enhance transitioning to high school equivalency. **La adquisición del idioma inglés (ELA) son clases en línea diseñadas para adultos que desean aprender las habilidades del idioma inglés necesarias para funcionar de manera efectiva en un ambiente de habla inglés. También asistiendo a las clases de ELA, los estudiantes que están buscando hacer ciudadanía en los Estados Unidos estarán preparados para tomar el examen de naturalización.**


Call 252-940-6245

BCCC COVERS THE COST OF TRANSPORTATION VOUCHERS FOR GED TESTING AND TRANSPORTATION THROUGH RIVERLIGHT TRANSIT. CALL 252-940-6325 FOR A VOUCHER AND 252-793-4041, EXT. 225 FOR A RIDE.


Call the Director of Healthcare Programs or our Regional Centers Coordinator to schedule a BLS or Heartsaver class for your organization. We can offer the course on-site at your convenience for groups of 3 or more.




BLS CPR for Healthcare Providers

 **Credential: BLS CPR for Healthcare Providers, American Heart Association**
American Heart Association BLS CPR and AED Training for the healthcare professional. This course provides training to recognize life-threatening emergencies, provide chest compressions with ventilations and use of an AED. Course provides BLS skills practice and testing along with a written exam. Textbook: Basic Life Support Provider Manual - ISBN: 9781616694074. eBook ISBN 13: 978-1-61669-799-0

Heartsaver CPR/AED

 **Credential: Heartsaver CPR/AED, American Heart Association**
American Heart Association Heartsaver CPR/AED course is for the general public. The course provides training and skills practice for adult, child, and infant CPR and AED use. Textbook: Heartsaver First Aid CPR AED Student Workbook - ISBN 9781616690175 eBook: ISBN 13 978-0-61669-514-9.



Call the Director of Healthcare Programs or our Regional Centers Coordinator to schedule a Heartsaver for your organization, workplace, or church. We can offer Heartsaver on-site at your convenience for groups of 3 or more.

 Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

HEALTHCARE CLASSES

Emergency Medical Technician (Hybrid)

Credential: EMT, NC Office of Emergency Medical Services and/or National Registry.

  If you have little or no medical experience, this course will introduce you to prehospital emergency care. Upon completion of this course, you will be able to take the state or national credentialing exam to provide emergency or non-emergent care at the EMT level. The course meets on Monday and Wednesday each week with 2 Saturday sessions. Weekly online course work is required so you must have access to internet. You must pre-register for the class so you can get your book ordering information!

6:30 pm-9:30 pm Tues. & Thurs. Aug. 10 – Dec. 7 \$223.25 288 hrs. 44739 BWCC Auditor.


PERSONAL ENRICHMENT

Gardening with Bulbs

Plants that flower from bulbs are tough and long lived. Eastern Carolinians can enjoy bulbs blooming in the garden during all four seasons. Beaufort County's long history as a producer of bulbs gives us rich experience to learn from and a broad array of choices that are appropriate for our gardens. Join us to learn how to plan, plant, and maintain bulbs in your garden. We'll also discuss using bulbs in containers, which varieties are deer resistant, and all the resources for finding great garden bulbs. We will even have some bulbs for you to plant in your own garden. [Register & pay online.](#)


6:00 pm-8:30 pm Tues. Oct. 12 \$25 2.5 hrs. 45442 WCC Auditorium

Learn about Beekeeping

 Please join us for an informative session with the Beaufort County Beekeeping Association. The members want to share their love of bees and beekeeping with you. Their enthusiasm will reveal all the pleasure beekeeping can bring. And don't forget the honey! If you have any interest in beekeeping, then come and listen. You may want to join our Beekeeping class in the Spring. This class is free, but registration is required. [Register online.](#)

6:00 pm – 8:30 pm Thurs. Oct. 3 FREE 2.5 hrs. 45445 WCC Auditorium

Hunter Safety

 Thanks to the NC Wildlife Resources Commission and Officer Trent Parrish for offering this course at our Washington County Center. We are pleased to help hunters learn to be safe and responsible. During this class Officer Parrish will explain firearm safety, hunting ethics, conservation and wildlife management, wildlife identification, survival and first aid, specialty hunting, and tree stand safety. Completers will be eligible to purchase their hunting license. While this class is free, registration is required. [Register online.](#)

6:00 pm – 9:00 pm Mon. & Tues. Oct. 9 & 10 FREE 6 hrs. 45447 WCC Auditorium
 6:00 pm – 9:00 pm Mon. & Tues. Dec. 11 & 12 FREE 6 hrs. 45448 WCC Auditorium



SMALL BUSINESS CENTER

Free, confidential business counseling is available on site. Call the center to schedule an appointment!
 A majority of our classes can be viewed as a live webinar or a live stream of an on-campus SBC workshop. See the workshop lineup for subject matter!

TYRRELL COUNTY

Are you a business owner and need training for your employees? BCCC can help! We can offer OSHA 10, Lean Manufacturing, Blueprint Reading, and much more! Please contact our Director of Customized Training & Apprenticeships at 252-940-6311 or email sara.watson@beaufortccc.edu or visit our website at www.beaufortccc.edu/ctp
 Many Small Business Center classes will stream live. Call 252-940-6306 or visit our website at www.beaufortccc.edu/sbc



Hyde County Davis Center


P.O. Box 305 • 33460 US Highway 264
Engelhard, NC 27824

Would you like to be added to our email list to receive course information about upcoming BCCC classes and services in Hyde County? Call 252-940-6231 or email chanta.rickard@beaufortccc.edu.

HEALTHCARE

Nurse Aide-Hybrid

Credential: Nurse Aide I, NC Dept of Health Service Regulation


 Nurse aides provide personal care and basic nursing skills in rehabilitation, long-term care, in-home health, and hospitals. Upon satisfactory completion of the courses, students are eligible to apply for the North Carolina State Certification Examination. Successful completion of the state exam is required to be listed on the North Carolina Nurse Aide I Registry. Students can choose to advance to Nurse Aide II.

 **See course prerequisites and requirements on the healthcare requirement chart on p. 25 of this course schedule.**

Textbook: Mosby's Pharmacy Technician, 6th Ed. 9780323734073 eText: 9780323765145
3:30 pm -6:30 pm Seated every Tue., Wed.& Thurs. Sept. 5- Dec. 7 \$205.25 160 hrs. 45320 MHS
Clinical hours: Tue., Wed., & Thurs. 5:00 pm-10:00 pm

Pharmacy Technician-Hybrid

Credential: Pharmacy Technician, Pharmacy Technician Certification Board

 Pharmacy technicians work under the guidance of a pharmacist to fill prescriptions and prepare medications for patients. Student will shadow at an assigned pharmacy during pharmacy hours. Hybrid consists of online instruction on Blackboard and meeting weekly in person. Students will observe in pharmacies located in Beaufort, Pitt, Martin and Craven County.

 **See course prerequisites and requirements on the healthcare requirement chart on p. 25 of this course schedule.**

Textbook: The Pharmacy Technician: A Comprehensive Approach, 4th + MindTap, 2 terms Printed Access Card ISBN: 9780357476888--\$275*, Certification exam fee-\$129* (*approximate cost)
Via Information Highway
6:00 pm-9:00 pm Seated every Mon. Aug. 28- Dec. 4 \$192.25 240 hrs. 45283 HCDC


PERSONAL ENRICHMENT

Gardening with Bulbs

Plants that flower from bulbs are tough and long lived. Eastern Carolinians can enjoy bulbs blooming in the garden during all four seasons. Beaufort County's long history as a producer of bulbs gives us rich experience to learn from and a broad array of choices that are appropriate for our gardens. Join us to learn how to plan, plant, and maintain bulbs in your garden. We'll also discuss using bulbs in containers, which varieties are deer resistant, and all the resources for finding great garden bulbs. We will even have some bulbs for you to plant in your own garden. [Register & pay online.](#)


6:00 pm-8:30 pm Tues. Nov. 7 \$25 2.5 hrs. 45443 HDAV

Learn about Beekeeping

 Please join us for an informative session with the Beaufort County Beekeeping Association. The members want to share their love of bees and beekeeping with you. Their enthusiasm will reveal all the pleasure beekeeping can bring. And don't forget the honey! If you have any interest in beekeeping, then come and listen. You may want to join our Beekeeping class in the Spring. This class is free, but registration is required. [Register online.](#)


6:00 pm - 8:30 pm Thurs. Oct. 26 FREE 2.5 hrs. 45444 HDAV

Boater Safety


 Officer Trent Parrish of the NC Wildlife Resources Commission returns to guide boaters to safe and sound operation of watercraft. Take to the water knowing basic boating safety, equipment, rules of the road, weather, and good boating etiquette. The Boating Guide for North Carolina will be Officer Parrish's text. Completers will have satisfied the safety training requirement for boaters younger than 26. This class is free, but registration is required. [Register online.](#)

6:00 pm - 9:00pm Mon. & Tues. Sept. 18 & 19 FREE 6 hrs. 45449 HDAV

Hunter Safety

 Thanks to the NC Wildlife Resources Commission and Officer Trent Parrish for offering this course at our Washington County Center. We are pleased to help hunters learn to be safe and responsible. During this class Officer Parrish will explain firearm safety, hunting ethics, conservation and wildlife management, wildlife identification, survival and first aid, specialty hunting, and tree stand safety. Completers will be eligible to purchase their hunting license. While this class is free, registration is required. [Register online.](#)

6:00 pm - 9:00 pm Mon. & Tues. Oct. 2 & 3 FREE 6 hrs. 45450 HDAV

 Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.


HYDE COUNTY DAVIS CENTER CLASSES

SMALL BUSINESS CENTER

Free, confidential business counseling is available on site. Call the center to schedule an appointment!

A majority of our classes can be viewed as a live webinar or a live stream of an on-campus SBC workshop. See the workshop lineup for subject matter!

Bookkeeping with QuickBooks for Small Businesses


 QuickBooks is the industry leading bookkeeping software. This class teaches you how to not only use QuickBooks, but maximize it in your small business! Explore and understand all the key features of QuickBooks Online. Accurate books sets you business up for success and helps you feel less stress! Register Online.

10:00 am - 12:00 pm	Mon.	Oct. 30	Free	2 hrs.	Hyde Davis Center
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Students who complete all five classes will receive a certificate of completion.

How to Start a Small Business

 David Mayo will answer questions like: Are you ready to start a business? What are the advantages and disadvantages of a new business? Where do I obtain permits and licenses? What tax information is needed and where do I find it? How do I maintain objectivity? Register Online.

6:00 pm - 8:00 pm	Tues.	Sept. 5	Free	2 hrs.	Hyde Davis Center
6:00 pm - 8:00 pm	Mon.	Nov. 6	Free	2 hrs.	Hyde Davis Center

How to Write a Business Plan

 David Mayo will help students with the fundamentals of writing a business plan, the foundation for success when deciding to start a new business or acquire an existing business. It is key when it comes to seeking funds for a business. Register Online.

6:00 pm - 8:00 pm	Mon.	Sept. 11	Free	2 hrs.	Hyde Davis Center
6:00 pm - 8:00 pm	Mon.	Nov. 13	Free	2 hrs.	Hyde Davis Center

Seed & Sow Startup Contest



Win Startup Funds!

A small business learning and planning process culminating in a “pitch contest”, where qualifying entrepreneurs compete to win cash awards, to help fund their small business startup idea! Qualifying competitors would be required to complete all SCB Core Workshops, attend five (1-hour) counseling sessions with the BCCC SBC Director, and complete a formal business plan. Register online for more details. The contest will take place in Spring 2024 with coursework & counseling beginning in September 2023. Only open to Beaufort, Hyde, Tyrrell, and Washington County entrepreneurs. Register online at www.beaufortccc.edu/sbc



Business Counseling


Are you thinking of starting a new business or looking to grow an existing one? BCCC Small Business Center offers free and confidential expert small business counseling services! For details, call Jack Dugan at (252) 940-6306 or Katelyn Thomas at 940-6296.

To learn more or register for Small Business Center classes, scan our QR Code: Register online at www.beaufortccc.edu/sbc



COLLEGE & CAREER READINESS

Adult Basic Education and High School Equivalency

 The Adult Basic Education (ABE) program supports the development of reading comprehension, mathematical reasoning and computation, and language and writing skills at pre-high school levels. This lays the foundation for students seeking a high school equivalency credential. The High School Equivalency (HSE) Preparation program offers instruction in all areas relevant to official HSE credential tests. Classes have been aligned to the common core standards adopted by the state of North Carolina. Instruction for College and Career Readiness programs is available at all BCCC campuses. HSE prepares students to take either Pearson Vue’s GED or ETS HiSET exams. Scholarships are available for High School Equivalency testing. Please contact the CCR Admissions and Assessment Specialist at 252-940-6325 or sandy.berry@beaufortccc.edu for details.

Call 252-940-6231 for an appointment or online

English as a Second Language (ESL)/ Clases de ESL y GED

 Quiéres aprender inglés? BCCC esta’ ofreciendo clases various días y se acomodan a sus necesidades.

English as a Second Language helps adults who want to learn the language skills necessary to function effectively in an English-speaking environment.

6:00 p.m. - 9:00 p.m.	Tues. & Wed./ martes y miércoles	Free/Gratis	HDAV
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BCCC COVERS THE COST OF TRANSPORTATION VOUCHERS FOR GED TESTING AND TRANSPORTATION THROUGH HYDE COUNTY TRANSIT. CALL 252-940-6325 FOR A VOUCHER AND 252-926-1637 FOR A RIDE.

ASSOCIATE DEGREE PROGRAMS



Through the Beaufort Promise, BCCC will cover tuition and fees for all the following programs for qualifying residents from Beaufort, Hyde, Tyrrell, and Washington Counties. Summer semesters and textbooks are not covered. For further information about any of these programs, including transfer opportunities or our schedule of classes for the Fall 2023 semesters, please call Admissions at 252-940-6233.

BCCC offers an array of curriculum programs across multiple disciplines and career tracks to prepare students for transfer to university or to go straight into the workforce. These programs include Certificate, Diploma, and Associate degree options for students interested in one semester, one year, or two year studies. Program areas include:

- **Agribusiness Technology**
- **Associate Degree Nursing & Practical Nursing**
- **University Transfer**
- **Automotive Systems Technology**
- **Boat Building and Boat Manufacture & Service**
- **Business Administration**
- **Community Spanish Interpreter**
- **Cosmetology and Manicuring Nail Technology**
- **Criminal Justice Technology**
- **Early Childhood Education**
- **Electrical Engineering Technology**
- **Emergency Medical Science**
- **Human Services Technology**
- **Information Technology**
- **Mechanical Engineering Technology**
- **Medical Laboratory Technology**
- **Office Administration & Medical Office Administration**
- **Teacher Prep**
- **Welding Technology**

The following pages only highlight some of the above programs. If you would like more information about any of our program areas please contact our Office of Admissions at 252-940-6233 for additional information or visit our website at www.beaufortccc.edu/programs.

If you have any issues applying or registering, please contact Accessibility Services at 252-940-6313 and we will make accommodations. An advance notice of 72 hours may be required for some accommodations.

WANT A DEGREE THAT WORKS WITH YOUR SCHEDULE? THESE PROGRAMS CAN BE COMPLETED ENTIRELY ONLINE:

**BUSINESS ADMINISTRATION
COMMUNITY SPANISH INTERPRETER
CRIMINAL JUSTICE TECHNOLOGY
EARLY CHILDHOOD EDUCATION
EMERGENCY MEDICAL SCIENCE**

**HUMAN SERVICES TECHNOLOGY
INFORMATION TECHNOLOGY
OFFICE ADMINISTRATION
MEDICAL OFFICE ADMINISTRATION**

BCCC LIBRARY

Be Empowered by Your Library!

Did you know, the BCCC Library serves faculty and students foremost BUT it is also a full-service public library that anyone is welcome to use? We offer a full selection of popular fiction, non-fiction books and movies, as well as access to computers, iPads, printing and scanning. A library card gives you power. Visit our website to make an online request for a card and we will send it to you in the mail! Want to access the dozens of databases and a myriad of resources within or resources we have from the comfort of your own home? Use your library card or your student Blackboard credentials to read eBooks, magazines and newspapers such as, The New York Times, The Wall Street Journal, Consumer Reports, or Sports Illustrated! Check out Hoopla and Overdrive/Libby streaming services. There are so many things to see and do on our website. Visit, www.beaufortccc.edu/librarycard/ to fill out an online library card application or www.beaufortccc.edu/libraryhome/ to browse the library web site.

Call the BCCC Library at 252-940-6282.



The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Human Services Technology students range from recent high school graduates to adults seeking new skills or new career options. Students come from a variety of cultural, religious, educational, and socioeconomic backgrounds; they generally share the desire to give of themselves and have a positive impact on their communities.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.



MEDICAL LABORATORY TECHNOLOGY



This program will provide hands-on, clinical application experiences to prepare students to perform clinical laboratory procedures that are instrumental in the maintenance of health. Laboratory technicians assist physicians in the diagnosis and treatment of diseases.

With small class sizes and dedicated instructors, students can earn an associate degree in as few as four semesters. Core courses include Clinical Chemistry, Hematology, Microbiology, Urinalysis, and Immunohematology (formerly known as Blood Bank).

Graduates may be eligible to take the examination given by the Board of Certification of the American Society for Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.



MECHANICAL ENGINEERING TECHNOLOGY



The Mechanical Engineering Technology program prepares students through the study and application of principles in mathematics, natural sciences, technology, and applied processes based on these subjects.

Graduates can be employed as technical service providers, materials and technologies testing service technicians, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians. The median salary for a mechanical engineering technician in our region is \$54,700.

EARLY CHILDHOOD EDUCATION



There are three pathways available. All pathways require EDU 119, *Introduction to Early Childhood Education*, through which students earn the NC Early Childhood Credential which qualifies them for employment as a teacher in a N.C. licensed child care center. Students in all three pathways may work in the ECE field while pursuing the Associate in Applied Science (AAS).

Pathways:**B-K Licensure Transfer**

This pathway is for students who plan to transfer to a university upon completion of the AAS in pursuit of a bachelor's degree with Birth-Kindergarten (B-K) teaching license. While earning the AAS, students will also earn an ECE Certificate, Infant/Toddler Care Certificate, ECE Diploma, and a Special Education Certificate. This pathway requires completion of 71 credit hours and student teaching.

Non-Licensure Transfer

This pathway is for students who plan to transfer to a university upon completion of the ECE AAS in pursuit of a bachelor's degree in ECE/Child Development or related field and do not desire a teaching license. While earning the AAS, students will also earn an ECE Certificate, Infant/Toddler Care Certificate, ECE Administrative Certificate, ECE Diploma, and a Special Education Certificate. This pathway requires completion of 71 credit hours and student teaching.

Career Entry

This pathway is for students who plan to seek employment in the early childhood education field upon completion of the AAS. While earning the AAS, students will also earn a ECE Certificate, Infant/Toddler Care Certificate, ECE Administrative Certificate, ECE Diploma, School-Age Certificate, and a Special Education Certificate. This pathway requires completion of 65 credit hours and student teaching.

EMERGENCY MEDICAL SCIENCE



Our new online Emergency Medical Science bridging program is open to certified paramedics. Paramedics can also work in hospitals in Emergency Departments and Intensive Care Units. Upon completion of this program, you will earn an Associate in Applied Science Degree in Emergency Medical Science. You must be a licensed paramedic to apply to the program. Applicants who qualify will be given 45 hours of prior credit towards the Associate Degree. All coursework will be offered online.



BOAT MANUFACTURE & SERVICE



The Boat Manufacture and Service Technology program prepares students for employment in the manufacture, repair, and service of boats. Students learn the basics of boat design and the implementation of those designs in various components.

Course work includes: reading and interpreting marine blueprints, manuals, and other documents common to the industry, lofting, constructing tooling and mold-making, application of concepts and techniques in composite lamination, repair of various marine finishes, marine woodworking, interior finishing, and marine mechanical, electrical, and plumbing systems.





This program prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

This curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.



HEALTH INFORMATION TECHNOLOGY



The Health Information Technology curriculum provides students with the knowledge and skills to process, analyze, abstract, compile, maintain, manage and report health information. Students will supervise departmental functions; classify, code and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Students will take two semesters of course work online at Beaufort County Community College and two semesters of course work online at Pitt Community College. The Health Information Technology (HIT) program is offered totally online with the exception of the professional practice experiences (PPE – also known as clinical practice), which are made available in the student's region through a joint effort facilitated by the student and the HIT faculty.



UNIVERSITY TRANSFER

BCCC has several university transfer agreements that guarantee admission to the university. These include:

Pirate Promise with East Carolina University

Guarantees ECU admission for students completing an Associate in Arts or Associate in Science degree with a 2.5 GPA or greater. Benefits include guaranteed admission, waived ECU transfer application fee, joint academic advising, joint financial aid counseling and RaiseMe micro-scholarship opportunities, ECU One Card eligibility, access to ECU libraries, and access to Here's How ECU Career Services virtual workshop series.

Pathway to Excellence with University of North Carolina Wilmington

Guarantees UNCW admission for students completing an Associate in Arts or Associate in Science degree with a 2.5 GPA or greater. Benefits include guaranteed admission and joint academic advising.

PackTrac with NC State University

Guarantees admission into one of the 13 eligible majors with the College of Agricultural and Life Sciences. Students must maintain a cumulative GPA of 3.0 for all transferable college course work. Benefits include guaranteed admission and joint academic advising.

BSIT-Bachelor of Science in Industrial Technology with East Carolina University

Apply up to 60 hours of NCCCS equivalent coursework into the Bachelor of Science in Industrial Technology (BSIT) Transfer Program at ECU. Students who are admitted into the university are automatically declared into the BSIT if they have or will have a qualifying AAS degree. Guarantees ECU admission for students completing an Associate in Applied Science with a 2.5 GPA or greater. Benefits include joint academic advising, access to ECU libraries, and access to Here's How ECU Career Services virtual workshop series.





Career & College Promise

Career and College Promise (CCP) offers North Carolina students a jump-start in college or in a career while still in high school. This dual-enrollment program allows eligible high school students to enroll in college classes at BCCC. Students who successfully complete college courses can earn transferable credits that count toward a degree, and best of all, those courses are free! In many cases, students can also earn dual credit—meeting their high school graduation requirements with college courses.

University transfer courses transfer to all NC public universities and many private colleges. Students can remain a part of their high school student body and participate in athletics, clubs, and activities with their high school classmates. CCP classes are offered on our campus, online, broadcast via the Information Highway, and, in some cases, on a high school campus.

Students can earn credits towards a four-year college degree, technical credential, certificate, or diploma from the following program areas:

- Associate in Arts
- Associate in Science
- Associate Degree Nursing
- Agribusiness Technology
- Automotive Systems Technology
- Boat Manufacture & Service
- Business Administration
- Cosmetology
- Criminal Justice Technology
- Early Childhood Education
- Electrical Engineering Technology
- Human Services Technology
- Information Technology
- Manicuring/Nail Technology
- Mechanical Engineering Technology
- Medical Office Administration
- Office Administration
- Teacher Transfer
- Welding Technology

For University Transfer Pathways, students must be a high school junior or senior, have an unweighted high school GPA of 2.8, or demonstrate college readiness in English, reading, and mathematics on approved assessments or placement tests.

For Technical Education Pathways, high school freshmen and sophomores must see their high school counselor or liaison for eligibility requirements. Juniors and Seniors must have an unweighted high school GPA of 2.8, or demonstrate college readiness on approved assessments or have the recommendation of their high school principal, and meet the prerequisites of the career pathway.

Additionally, CCP offers Workforce Pathways for courses offered through the Division of Continuing Education. These pathways are designed for eligible high school juniors and seniors to earn industry-recognized credentials while still in high school for free. The registration fee for the pathway courses is waived for eligible juniors and seniors. Students will be responsible for purchasing textbooks and paying local course fees associated with the course, though scholarships may be available. CCP Workforce Pathway courses do count as a high school credit towards graduation with approval from the chief academic officer or career and technical education director. CCP Workforce Pathways are listed below.

- Emergency Medical Technician (EMT)
- Commercial Driver's License (CDL) Truck Driving
- Heating, Ventilation & Air Conditioning (HVAC) Technician
- Nurse Aide I
- Phlebotomy Technician
- Pharmacy Technician

CONTACT THE STUDENT'S HIGH SCHOOL COUNSELOR TO APPLY FOR CAREER & COLLEGE PROMISE.

Who to Contact for Continuing Education?

For general questions call 252-940-6375 or email continuingeducation@beaufortccc.edu.

Dr. Stacey Gerard

Vice President of Continuing Education
252-940-6241

Sandy Berry

Registration & Records Clerk
252-940-6375

Loren Cherry

Scholarships & Sponsorship Specialist
252-940-6295

Brenda Bertrand

Registration & Records Specialist
252-940-6299

Kendra Mizell

Registration & Records Coordinator
252-940-6349

Pam Hodges

Class Visitation Clerk
252-940-6375

Personal Enrichment

Clay Carter

Dir. of Personal Enrich. & Reg. Centers
252-940-6357

Healthcare

Jackie Butcher

Director of Healthcare Programs
252-940-6263

Candace Griekspoor

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BCCC maintains an open door admissions policy. This policy provides admission to any person who has reached the age of 18 or whose high school class has graduated. High school student applicants 16 years of age or older may be admitted into credit and continuing education courses in accordance with the dual enrollment policies adopted by the state. Applicants are admitted regardless of race, gender, age, religion, national origin, disability or political affiliation.

Accreditation

Beaufort County Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Beaufort County Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).



Medical Laboratory Technology Program Accreditation

The Beaufort County Community College Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL, 60018.

Basic Law Enforcement Training Accreditation

The Beaufort County Community College Basic Law Enforcement Training Program is accredited by the Criminal Justice Standards Division of the North Carolina Department of Justice, PO Drawer 149, Raleigh, NC 27602.



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